U.S. COURTS DESIGN GUIDE

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U.S. COURTS DESIGN GUIDE

The U.S. Courts Design Guide
is dedicated to

Honorable Robert S. Vance

1931 - 1989

United States Court of Appeals
11th Circuit

Judge Vance was the first chairman of the Space and Facilities Committee
of the Judicial Conference of the United States.
His leadership significantly influenced the development
of this Guide and the future of the Federal Judiciary.

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PREFACE

PREFACE

In recent years, the Federal judicial system has been experiencing facilities-related problems caused by heightened security needs, automation of legal processes, and significant increases in caseloads. To address these problems, to accommodate the dynamics and complexities of the modern courthouse, and to meet demands for high levels of performance, this third edition of the *U.S. Courts Design Guide* has been prepared for judges, architects, engineers, and court administrators who will be involved in Federal court construction projects.

This edition of the *U.S. Courts Design Guide* was prepared under the direction of the Space and Facilities Committee of the Judicial Conference of the United States. It was approved for use in designing spaces for the Federal Judiciary by the Judicial Conference in March of 1991 and replaces all previous editions.

The *Guide* was developed over a three-year period in a cooperative effort between the Federal Judiciary and a team of experts in space planning, security, acoustics, mechanical-electrical systems, and automation, under the direction of the National Institute of Building Sciences and the Judiciary. In the course of the work, existing court facilities were visited in all regions of the United States. The study included small, medium, and large Federal court operations.

Prior to being submitted to the Judicial Conference for approval, the *Guide* was reviewed by judicial officers, clerks of court, librarians, probation officers, public defenders, staff attorneys, and circuit and district executives, the United States Marshals Service and the Executive Office for U.S. Attorneys.

William H Rehnquist

Chief Justice of the United States

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Space and Facilities Committee of the Judicial Conference of the United States

Honorable Robert C. Broomfield, United States District Judge, District of Arizona, 1987 - 1993, **Chairman**

Honorable Patrick J. Attridge, United States Magistrate Judge, District of Columbia, 1990 - 1993

Honorable Stanley S. Brotman, United States District Judge, District of New Jersey, Acting Chief Judge, District Court of the Virgin Islands, 1987 - 1992

Honorable I. Leo Glasser, United States District Judge, Eastern District of New York, 1987 - 1991

Honorable Michael S. Kanne, United States Court of Appeals Judge, Seventh Circuit, 1987 - 1991

Honorable Thomas H. Kingsmill, Jr., United States Bankruptcy Judge, Eastern District of Louisiana, 1987 - 1992

Honorable Jackson L. Kiser, United States District Judge, Western District of Virginia, 1987 - 1991

Honorable Theodore McMillian, United States Court of Appeals Judge, Eighth Circuit, 1987 - 1989

Honorable John V. Parker, United States District Chief Judge, Middle District of Louisiana, 1987 - 1991

Honorable Richard D. Rogers, United States District Judge, District of Kansas, 1987 - 1993

Honorable James M. Rosenbaum, United States District Judge, District of Minnesota, 1989 - 1992

Honorable James L. Ryan, United States Court of Appeals Judge, Sixth Circuit, 1987 - 1993

Honorable Kenneth L. Ryskamp, United States District Judge, Southern District of Florida, 1990 - 1993

Honorable Jack D. Shanstrom, United States District Judge, District of Montana, 1987 - 1992

Honorable Robert S. Vance, United States Court of Appeals Judge, Eleventh Circuit, 1987 - 1989

Honorable Douglas P. Woodlock, United States District Judge, District of Massachusetts, 1987 - 1993

Courts Design Guide Subcommittee

Honorable Michael S. Kanne, United States Court of Appeals Judge, Chairman

Honorable I. Leo Glasser, United States District Judge

Honorable Thomas H. Kingsmill, Jr., United States Bankruptcy Judge

Honorable James M. Rosenbaum, United States District Judge

AOUSC

The Judicial Conference wishes to express thanks for the efforts of the members of the Administrative Office of the U.S. Courts who coordinated and administered the *Guide* project.

Raymond A. Karam, Assistant Director for Administration, Administrative Office of the U.S. Courts

P. Gerald Thacker, Chief, Space and Facilities Division, Administrative Office of the U.S. Courts

Consultants

The Judicial Conference thanks the consultants who developed the *U.S. Courts Design Guide* for their knowledge and experience, and insights.

Philip J. Schneider, AIA, Director of Technical Programs
National Institute of Building Sciences
Project Director

F. Michael Wong, Ph.D., FRAIA, AIA, President
Space Management Consultants, Inc.
Principal Consultant

Gordon S. Wood, Vice President
Terence E. Berggren, RA, Vice President
Karin E. Jensvold, Senior Planner
Space Management Consultants, Inc.
Space Planning, Furniture, and Finishes Consultants

Joseph R. Loring, Chairman and CEO
Joseph R. Loring & Associates, Inc.
Mechanical-Electrical Consultant

John Erdreich, Ph.D., Principal
Ostergaard Associates
Acoustics Consultant

Michael Dell'Isola, PE, CVS, Executive Manager
Hanscomb Associates, Inc.
Cost Consultant

J. Michael Greenwood, Ph.D., Senior Research Analyst
Federal Judicial Center
Automation and Technology Consultant

Michael Muller
William J. Warnock
Christine Johnson
Barry Sullivan
United States Marshals Service
Security Consultants

Bry Pollack
Copy Editor

Helen English
Steven Winter Associates, Inc.
Document Design Consultant

Brian G. Conway, R.A.
Henningson, Durham and Richardson, Inc.
Production Consultant

Workshop Participants

The Judicial Conference wishes to thank those who attended the workshop to review the *U.S. Courts Design Guide* during the week of July 30, 1990.

Kathy J. Welker, Librarian, Sixth Circuit
Lenny Green, U.S. Court of Appeals Clerk, Sixth Circuit
Ralph DeLoach, U.S. District Clerk, Kansas
James P. Murphy, Administrative Services Manager, New Jersey
Leonard A. Brosnan, U.S. District Clerk, California (Central)
Robert Boccabello, U.S. Bankruptcy Chief Deputy Clerk, Georgia (Northern)
Mary M. Weibel, U.S. Bankruptcy Clerk, Iowa (Southern)
Bradford L. Bolton, U.S. Bankruptcy Clerk, Colorado
James J. Waldron, U.S. Bankruptcy Clerk, New Jersey
Benjamin Cohen, Bankruptcy Administrator, Alabama (Northern)
June L. Boadwine, Circuit Executive, Eighth Circuit
Clifford P. Kirsch, District Court Executive, New York (Southern)
David E. Johnson, Chief U.S. Probation Officer, Maryland
Richard A. Houck, Jr., Supervising U.S. Probation Officer, Maryland
Carolyn E. Ortwein, Chief Pre-Trial Services Officer, Virginia (Eastern)
John F, McMahon, Federal Public Defender, New Jersey
Tova M. Indritz, Federal Public Defender, New Mexico
A.J. Kramer, Assistant Federal Public Defender, California (Eastern)
Roland E. Dahin II, Federal Public Defender, Texas (Southern)
Eileen Shapiro, Senior Staff Attorney, Second Circuit

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INTRODUCTION

INTRODUCTION

Scope

The guidelines contained in this document are comprehensive and descriptive for the types of spaces commonly associated with facilities for the U.S. Courts of Appeal, U.S. District Courts including U.S. Magistrate Judges, and U.S. Bankruptcy Courts. The *Guide* also provides design criteria for renovating existing court buildings, retrofitting other types of buildings, renovating and retrofitting historic buildings, accommodating courts in multi-tenant and leased facilities, and other circumstances.

Objectives

The *Guide* has three major objectives. First, its information is intended to serve as a planning tool for Federal judges and key judicial personnel who are directly involved in the design of a judicial facility. A second objective is to provide relevant information for an architecture/engineering (A/E) team to effectively plan, program, and design a functional, aesthetically appropriate, and cost-effective Federal judicial facility. An understanding of that information also should enable judges and judicial personnel to collaborate effectively with architects and engineers throughout a project's design and documentation phases. This information should also enable the A/E team to communicate with specialists in security, acoustics, and automation. The third objective is to serve the Judicial Conference of the United States, through its Space and Facilities Committee, and the Administrative Office of the U.S. Courts, as their guiding policy for the overall planning, programming, and design of Federal judicial facilities throughout the United States and its territories.

Use of the Guide

The *U.S. Courts Design Guide* is a unique document, representing the state-of-the-art in describing criteria for a particular building type. It is suggested that users read all introductory text carefully in order to fully understand the scope, function, and intent of the diagrams, tables, and guidelines presented and their relationship to the design process and the persons involved in it.

Architectural Programming Considerations. The *Guide* lists all the major spatial groupings a courthouse might contain, such as the Clerk's Office or the U.S. Probation Office; describes the nature of major space groupings, but not necessarily their number, or the number of spaces such as offices contained in a major space grouping; and designates floor areas in unit dimensions (so many square feet per person or machine) for a number of spaces. Individual project circumstances will determine which of the major space groupings are to be included in a building program. Spaces not in the program might be located outside the courthouse, or might not be required by that particular court. The number of major space groupings required for a particular court building or the actual number and type of spaces found in a particular spatial grouping, and the area of spaces in unit dimensions also should be determined at the program stage for a building intended for a specific site.

Gross and Net Area Designations. All areas in this *Guide* are presented in terms of net square feet (NSF). The areas do not include allowances for either internal circulation space requirements or gross area requirements. Internal circulation space is that area required to accommodate reasonable personnel movement between the various net areas within a user-group as well as among user-groups. It typically addresses the square footage required to provide for restricted and secure circulation. For example, the net unit floor area of a work station in an open office plan does not include area for circulation; the net floor area of a private office contains area for internal circulation but not the area required to travel to and from the office. Gross area includes such spaces as mechanical and electrical rooms and risers, elevator shafts, stairs, public corridors and lobbies, public toilets, internal and external wall thicknesses, and a diversity of other areas. Public circulation space is assumed to be included as a portion of the facility's gross area.

The amount of space needed to accommodate internal circulation will vary significantly with each facility's specific design. However, for planning purposes, a useful general internal circulation factor is 20% of the total net area programmed for a particular facility. The area that results from the application of this factor is often referred to as usable space. A gross area factor of 65% to 70% can be applied to account for area requirements not otherwise addressed by the building program. Thus, the total area of a court facility can be approximated by multiplying the total net programmed area of the facility by 1.20 (internal circulation factor), and dividing the product of that calculation by 0.65 to 0.70 (gross area factor), with the resulting total area of the building expressed in gross square feet (GSF).

The internal circulation factor and the gross area factor assume that the court facility requires a full range and number of space types and user-groups. Where a court is expected to service only a narrow selection of court and/or court-related functions, different factors or ranges of factors might be applied.

Supporting Documents. Court facilities are built under the construction program of the General Services Administration (GSA). Criteria for any Federal building constructed under the GSA program are found in the publication Facilities Standards for the Public Buildings Service PBS P 3430.1A which supplements the special requirements in the *U.S. Courts Design Guide*. GSA's publication includes criteria for the site; building structure (including seismic design); base building mechanical and electrical systems; base building services such as elevators, fire protection, building security that is the responsibility of GSA; and general office design, and it contains references to appropriate national building codes. This *Guide* covers only those criteria pertaining to the unique functions of the U.S. courts. In some of its sections addressing Judiciary-related offices, the *Guide* directly references criteria in PBS P 3430.1A.

Specifications for security equipment identified in this *Guide* will be furnished by the U.S. Marshals Service (USMS).

Design professionals who use this *Guide* are expected to possess knowledge of and literature pertaining to fundamental principles for their particular technical area. In addition, such professionals are expected to use government, industry and consensus-based standards for each discipline in applying *Guide* criteria to the design development of a project.

The *U.S. Courts Design Guide* should not be used as a project management document. The process by which criteria are implemented in the design and construction of a court facility is a function of separate memoranda and agreements defining the relationship among GSA, the Administrative Office of the U.S. Courts, design professionals, and the judges and staff who will occupy the facility.

Interpretation. The *U.S. Courts Design Guide* is intended to be a performance document. Criteria for any space or grouping of spaces should be considered in conjunction with the specific and special needs of any court office or function for which space is being designed. The *Guide* should be interpreted to at all times favor the needs of the users of the space. As directed by the Judicial Conference of the United States, any significant deviations from the guidelines must be approved by the Judicial Council in each circuit.

Changes to the Guide. Any suggestions for modifications to the *Guide* should be forwarded to the chief of the Space and Facilities Division of the Administrative Office of the U.S. Courts.

Organization of the Guide

The *U.S. Courts Design Guide* consists of 15 chapters, an appendix, and an index. Criteria in the *Guide* are presented principally in eleven major chapters — Chapter 2: General Design Guidelines, and Chapters 3 through 12 which contain specific design guidelines for all court spaces. To better serve the participants in the design process, Chapter 2 is written primarily for judges and judicial personnel, and Chapters 3 through 12 are oriented more toward design professionals (architects, planners, and engineers) who design court facilities.

Chapter 1 briefly describes the organization of the Federal court system, its administrative functions, and the judicial process.

Chapter 2 contains general design guidelines that provide information primarily for judges and judicial personnel working with an architecture/engineering (A/E) team during the design of a new court facility. Secondarily, it is intended to assist A/E team members in understanding the functional and spatial relationships among the major components of a court facility; the need for separation of circulation systems; and the general guidelines for furniture and finishes, security, acoustics, mechanical-electrical systems, automation, and barrier-free access as they develop a design solution for a new court facility. There are four major sections in this chapter:

- **General Spatial Relationship, Accessibility and Circulation (SRAC) Diagrams.** The first section presents three spatial relationship, accessibility, and circulation or SRAC diagrams, one each for the U.S. Court of Appeals, the U.S. District Court including the U.S.D.C. Magistrate Judges, and the U.S. Bankruptcy Court. These diagrams provide a useful overview of the major spatial and functional components within each court system. The required organization and circulation patterns among components of a court complex are also graphically depicted. A discussion of SRAC diagrams is provided at the end of this introduction.

- **Courtroom Floor Plans.** In the second section sample floor plans show typical spatial and furniture layouts for each type of courtroom — court of appeals, district, magistrate judges and bankruptcy. A grand jury room floor plan is also included. These plans are for illustrative purposes only and are not meant to serve as standards for design. Examples of a variety of other layouts for courtrooms and grand jury rooms are available from the Administrative Office of the U.S. Courts.
- **Space and Furniture Tables.** In the third section tables provide judges and judicial personnel with a listing of recommended spaces for each court in the Federal court system and the suggested furnishings for each space. The tables include space standards for courtrooms, judges' chambers suites, ancillary facilities, jury facilities, the court library, the Clerk's Office, Judiciary-related offices, U.S. Marshals Service office and secured facilities, court-related facilities, and building support facilities. Except for built-in furniture, the furniture listed in the tables is provided only as an illustrative guide for determining dimensions of spaces.
- **General Design Guidelines.** The fourth section provides general design guidelines, in non-technical terms, for Judiciary personnel and A/E team members looking for an overview and preliminary understanding of major components of a Federal court facility and their optimal functional relationship within a court building design. General design guidelines are presented in the areas of architectural considerations, furniture and finishes, courthouse security, acoustical considerations, mechanical-electrical considerations, automation considerations, and barrier-free access requirements.

The next ten chapters contain specific design guidelines that provide information for the architecture/engineering team during the design of a new court facility. Each chapter addresses a major category of space or grouping of spaces. With some exceptions, Chapters 3 through 12 consist of three distinct components — SRAC diagrams, tables, and written specific design guidelines –– which contain pertinent architectural and technical information essential to the planning, programming, and design of Federal court facilities. Each component is described in detail below at the end of the introduction.

Because this *Guide* deals with design guidelines for all the types of Federal courts including court of appeals, district court including magistrates judges, and bankruptcy court, organizing such guidelines by court type would have resulted in duplication of information. For example, as each court has a Clerk's Office, information for this major category of space would have to be repeated twice. To avoid this problem, the design guidelines are organized by major court functions and spaces. All design guidelines for courtrooms — the design guide tables, the SRAC diagrams, and the specific design guidelines — are organized in a single chapter so that an A/E design team working on the planning and design of courtrooms will get all required guidelines in that one chapter. Despite the differences between appellate and trial courtrooms, many of the design guidelines in furniture, finishes, equipment, lighting, acoustics, mechanical and electrical systems, and automation are applicable to both courtrooms. By centralizing all such design guidelines within a single chapter, and identifying the size and layout variations and differences where necessary, the *Guide* largely avoids duplication of such information.

Chapter 3: Courtrooms contains specific design guidelines for the U.S. Court of Appeals, the U.S. District Court, the U.S.D.C. Magistrate Judges, and the U.S. Bankruptcy Court.

Chapter 4: Judges' Chambers Suites describes specific design guidelines for the U.S.C.A. judge's chambers suite, the U.S.D.C. judge's chambers suite, the U.S.D.C. magistrate judge's chambers suite, and the U.S.B.C. judge's chambers suite.

Chapter 5: Ancillary Facilities defines specific design guidelines for the judges' conference room, the judges' robing room, attorney's lounge, attorneys' conference room/witness waiting room, the public waiting area, court reporters/recorders facilities, press/media room and judicial staff toilets.

Chapter 6: Jury Facilities describes specific design guidelines for the jury assembly, the trial jury suite, and the grand jury suite.

Chapter 7: Court Library covers specific design guidance for the main library, the satellite library, and the unstaffed library.

Chapter 8: Clerk's Office contains specific design guidelines for the U.S.C.A. Clerk's Office, the U.S.D.C. Clerk's Office, and the U.S.B.C. Clerk's Office.

Chapter 9: Judiciary-Related Offices defines specific design guidance for the Office of the Circuit Executive (USCA), the Office of the Staff Attorney (USCA), the Office of the District Executive (USDC), the U.S. Probation Office (USDC), the Pre-Trial Services Office (USDC), and the Federal Public Defender.

Chapter 10: U.S. Marshals Service: Office and Secured Facilities contains specific design guidelines for the marshal's office areas, the witness security office, the seized assets unit, the circuit court inspector, the security screening point, the cellblock, and the courtroom holding facility.

Chapter 11: Court-Related Facilities defines specific design guidelines for shared staff facilities, including conference rooms, meeting rooms, staff lounges, and toilets; the cafeteria; other support areas, including vending areas, an exercise room, and an audio visual control room; and parking.

Chapter 12: Building Support Facilities contains design guidelines for delivery, disposal, and storage areas, equipment rooms, maintenance staff areas, and public service areas.

Chapter 13: Considerations for Special Facilities. The general and specific guidelines in Chapters Two through Twelve provide for a "preferred" or "ideal" new court building on an unrestricted site. However, many court projects involve existing and/or special conditions that might compel modifications in application of the design guidelines. These conditions are grouped into the following sections in this chapter:

- Renovation of existing court facilities, including old facilities, facilities previously renovated, and facilities which were converted to courthouse from other uses.
- Conversion of alternate-use buildings into courthouses.
- Historic buildings.
- Courts in new, renovated, or converted, government or private multi-tenant facilities.
- Court facilities located in leased space.
- Court buildings housing one to three courtrooms.
- District court and bankruptcy court courtrooms smaller than standard.
- Open work stations smaller than standard.
- Windows in courtrooms.
- Miscellaneous facilities.

Chapter 14: Special Security Considerations describes special security requirements for court facilities located in high crime areas, and for courtrooms experiencing high-threat trials.

Chapter 15: Budgetary Considerations discusses the relative cost considerations associated with implementing the criteria for a new court facility described in this *Guide*. The first section of the chapter provides budgetary information on the cost of new Judicial facilities. The second section provides design strategies for reducing building costs without compromising written design criteria. (Costs of the different types of renovation described in Chapter 13 require a case-by-case evaluation.) The last section discusses life cycle considerations for Judicial facilities.

The Appendix provides a useful glossary of abbreviations.

An Index is furnished for locating specific information.

SRAC Diagrams

Spatial relationship, accessibility and circulation (SRAC) diagrams have been provided for Chapters 3, 4, 6, 7, 8, 9 and 10, as well as for some areas described in Chapters 11 and 12. Each SRAC diagram is a detailed graphic representing an idealized arrangement of required types of spaces, principal circulation patterns and access points for one of the major space groupings in the general SRAC diagrams in Chapter 2. For example, an area labelled "judge's chambers suite" contains the judge's chambers, secretarial areas, toilet, etc.

The three SRAC diagrams in Chapter 2 show that many elements, such as courtrooms, judges' chambers suites, ancillary facilities, the court library, the cafeteria, conference/training areas, building services, the Clerk's Office, and Judiciary-related offices are common to all three court systems. If each court is housed in a separate building, then each overview SRAC would apply to a single court building. However, in many cases, the district and bankruptcy courts are housed in one building, and in larger Federal court buildings, all three courts might occupy courtrooms and support facilities in the same building. When courts are combined in a single building, the common elements such as the court library, the cafeteria, conference/training areas, and building services can be combined.

During design, every effort should be made to maintain the functional relationships, circulation patterns, and access points illustrated on these diagrams. While achieving the indicated relationships exactly may not be possible in practice, a court facility functions best when the integrity of the system is maintained.

Before considering the features of the SRAC diagrams, it is important that users of this *Guide* understand what the diagrams do and do not represent. SRAC diagrams describe only circulatory relationships among spaces; they are not floor plans, which normally describe exact spatial sizes and configurations and corridor distances between spaces. In a SRAC diagram the boxes representing spaces only show gross, relative sizes. Regular shapes do not imply that actual spaces must be rectangular; irregular shapes convey no particular form. Physical conditions, external constraints, or other design considerations might dictate other configurations. The relationships between spaces along circulation routes indicate only adjacencies, not approximate distances. The location of spaces on one side of the diagram or another does not necessarily fix their position on any side of a planned facility or office. Circles showing vertical circulation do not indicate the number or specific location of elevators or stairwells; for example, requirements for a freight elevator shown for different spaces might be accommodated by a single elevator.

In addition, the general SRAC diagrams are not two-dimensional. A space shown on a general diagram might occur on a floor different from the space next to it. Circulation routes for such spaces might occur vertically, rather than horizontally. For example, the U.S. Marshals Office, which contains the prisoner holding cells, is shown next to the Grand Jury Room on the SRAC diagram for the U.S. District Court; however, in an actual court facility, they are seldom located on the same floor.

The actual types, numbers, and sizes of spaces shown should not be interpreted literally either; instead, they should be determined on a case-by-case basis, depending on the program, design, and any other requirements, including applicable building codes. For certain spaces on the general SRAC diagrams, such as courtrooms and judges' chambers suites, the number of boxes shown does not necessarily indicate the number of actual spaces in a planned facility. On the detailed SRAC diagrams, if an office requires an additional personal computer, paper shredder, or work station, it should be incorporated into the program, using the SRAC diagram as a guide for determining the space required. Conversely, if an office does not require a fax machine or a supervisory office shown on a SRAC diagram, it need not be included in the program. Finally, a small black square denotes toilet facilities regardless of the number of fixtures actually needed to fulfill code and program requirements, and lines indicating circulation do not describe egress requirements.

The SRAC diagrams describe three circulation patterns: public, restricted (private), and secure, each indicated by different line style and weight. A dotted line represents public traffic patterns used by lawyers, spectators, media representatives, and other individuals having business with the courts. Restricted circulation patterns are represented by broken lines, both within an office for linking and accessing the various office areas, and between spaces tying together the various offices, courtrooms and court-related spaces. Restricted circulation is generally used by judges, courtroom deputy clerks, court security officers, authorized visitors and other administrative or clerical support staff. A solid line represents secure circulation for prisoner movement; secure circulation must not intersect public or restricted circulation.

Large black dots indicate transition or circulation termination points, i.e., termination points for public or restricted circulation; points of transition from one circulation type to another (public to restricted or external to internal); or transition points from a circulation type to a given space (from public access to a reception area).

Vertical circulation is also shown. A circumscribed P indicates vertical public circulation for movement between floors. A circumscribed R indicates restricted vertical circulation, extending to secure parking within the building and connecting restricted circulation on other floors. A circumscribed F indicates vertical circulation for the movement of freight and other bulky items; in some instances, it can be useful to locate a freight elevator to accommodate vertical movement of jury panels. A circumscribed S indicates vertical secure circulation exclusively for in-custody defendants and security officers of the U.S. Marshals Service.

Although the lines used to indicate traffic patterns imply the existence of corridors, this is not always the case. In some instances, a circulation pattern is subsumed by another space, as when a lobby space is utilized as a public circulation area. In some instances, a circulation pattern might intersect an indicated space, for example, where public traffic intersects a reception counter used to control access from waiting areas to restricted spaces. Any uncontrolled intersection of differing circulation patterns constitutes a breach of security and must be assiduously avoided.

In the SRAC diagrams in Chapter 3 through 12, access to facility circulation patterns, offices, and individual space types is indicated graphically by arrows. Outlined arrows indicate either public entry or access; restricted and secure entry or access are indicated by solid arrows. For both types of access arrows, access types are further distinguished with numbers. Unscreened public access is indicated by the numeral one over the outlined arrow. Public access screened by passage through a security control point is indicated by the numeral 2. Screened public access that can be locked is indicated by the numeral 3. For restricted access, uncontrolled restricted access is indicated by the numeral 1 over the solid arrow; remotely controlled access to restricted circulation is indicated by the numeral 2; restricted access with direct control is indicated by the numeral 3; and restricted access under the control of counter/window staff is indicated by the numeral 4. Secure access for authorized personnel only is shown by the numeral 1 over a solid arrow with a wide tail; secured access that involves court security officers and prisoners is indicated by the numeral 2 over the wide tail arrow. That visual surveillance of an area is required is shown by a simple dashed arrow; a single head on such an arrow indicates direct one-way visual access, and two heads indicate that staff in both areas must have visual access to each other.

Design Guide Tables

To summarize planning, programming, and design requirements for major space groupings, tables incorporating quantities, measurements, and descriptions for each space or sub-space have been provided. These tables appear in Chapters 3 through 12; tables for these chapters are as follows:

Tables 3.1 and 3.2 list the major functional areas of the U.S. Court of Appeals, the U.S. District Court, including the U.S.D.C. Magistrate Judges, and the U.S. Bankruptcy Court courtrooms. They provide an itemization of the user stations and functional areas within the courtroom, and immediate ancillary spaces for storage and review of exhibit, and soundlocks from the public corridor.

Tables 4.1 and 4.2 list the functional areas within the chambers suites of court of appeals judges, district court judges and magistrate judges, and bankruptcy court judges.

Tables 5.1 and 5.2 list ancillary facilities for both courtrooms and chambers suites; spaces unique to the court of appeals and the district and bankruptcy courts are listed separately.

Tables 6.1 and 6.2 list required jury facilities, divided into three sections addressing the jury assembly area, the trial jury suite, and the grand jury suite.

Tables 7.1 and 7.2 list the main functional areas within court libraries, including both user and staff work areas.

Tables 8.1 and 8.2 list the functional areas which are applicable to clerks' offices in the court of appeals, district court, and bankruptcy court.

Tables 9.1 and 9.2 list the functional areas which are applicable to Judiciary-related offices.

Tables 10.1 through 10.4 list the functional areas within the U.S. Marshals Service Office, including the security screening point, the central cell block, the holding facility by the courtroom, the circuit court inspector's area, the witness security office, and the seized assets unit.

Table 11.1 lists functional areas for court-related facilities divided into sections for shared staff facilities, the cafeteria, other support areas, and parking.

Table 12.1 lists functional areas for building support facilties divided into sections for delivery, disposal and storage areas; maintenance staff areas; equipment rooms; and public service areas.

Specific Design Guidelines

The text in Chapters 3 through 12 provide quantified and non-quantified narrative information about each of 10 functional categories. Their aim is to help designers understand the functional space to be planned and designed, and the engineering consultants understand the environmental and systematic criteria and guidelines that should be satisfied in the design of that space. The functional categories for each space describe: its user(s) and the number of them in the space at any time; the functions and activities normally performed in that space; the type of accessibility; the sizes of space to accommodate varying uses; the design elements needed and their detailed requirements; the security needs of the users and the space itself; acoustical criteria; HVAC criteria; lighting criteria; and requirements for electrical, audio, video, communications, and data transmission.

CHAPTER 1: THE FEDERAL COURTS SYSTEM

CHAPTER 1: THE FEDERAL COURTS SYSTEM

The Third Branch of the Federal Government

Federal courts constitute one of three co-equal branches of our National Government as established by the Constitution. The other two branches are the executive and legislative. Unlike the members of these two political branches — the President, the Vice President, Senators, and Representatives — who are elected for set terms of years, members of the Judiciary and the Court of International Trade are appointed for life, under Article III of the Constitution. Supreme Court Justices, court of appeals judges, and district judges are appointed to office by the President, with the approval of the Senate, and are said to have life tenure because they are subject to removal from office only through impeachment as provided in the Constitution. The Constitution also prohibits the lowering of the pay of Federal judges. These two forms of protection, life tenure and an irreducible salary, free Federal judges to make decisions, even unpopular decisions, without fear.

Types of Federal Courts

Article III of the Constitution provides for a Supreme Court and whatever other Federal courts Congress considers necessary. The number of Federal judges is quite small. While the Supreme Court and its Justices are located in Washington, D.C., most other members of the Federal Judiciary are dispersed throughout the United States.

Trial Courts. Congress has divided the country into 94 Federal judicial districts, each with its own district court. The district courts are the Federal trial courts, where cases are tried, witnesses testify, and juries serve. There are currently 649 authorized district court judgeships. The number of judges on a district court varies widely. Typically, one to five district judges are located in small-to medium-sized court facilities in cities across the country. However, in several large metropolitan areas, as many as 15 to 20 district judges are located in a single governmental complex. Generally, one trial courtroom is required for every district judgeship.

Bankruptcy judges and magistrate judges assist the district judges by conducting some of the proceedings in the Federal trial courts. They are appointed by courts of appeal and district judges, and serve for set terms of years.

In the Federal trial courts, the broadest judicial responsibility is given to district court judges. District judges conduct a wide range of judicial proceedings that include all manner of hearings, bench trials, and jury trials. These proceedings occur in both civil and criminal cases. Only district judges are authorized to conduct major criminal trials. Magistrate judges exercise jurisdiction in a narrower range of cases, as determined by statute and a delegation of authority from district judges. Magistrate judges hold hearings on preliminary matters in criminal cases and try minor criminal cases. Under certain circumstances, magistrate judges may conduct the full range of proceedings in civil cases, up to and including jury trials. Bankruptcy court judges have authority under Federal bankruptcy law to act over all matters involving debtor-creditor relationships. Bankruptcy judges conduct a variety of hearings that are civil in nature. In very limited circumstances, they may conduct civil jury trials.

Courts of Appeal. Congress has grouped the district courts into 12 regional circuits, and within each circuit it established a single court of appeals. Those litigants who lose in the district court may appeal to the court of appeals. The function of the court of appeals is to review the case to see whether the trial judge applied the law correctly. The court of appeals also reviews cases decided by the tax court and various Federal agencies, such as the National Labor Relations Board. The court of appeals is the final stop for most litigation in the Federal system. There are 167 court of appeals judges authorized for the 12 regional circuits. Typically, one to five appellate judges are located in a few cities in the various circuits. Occasionally, up to 11 judges are housed in a single location. Only one headquarters courtroom exists for each of the circuits. One or more auxiliary, or panel, courtrooms might be located throughout each circuit. Most Federal court facilities, however, do not house court of appeals judges or court of appeals courtrooms.

The Supreme Court. The United States Supreme Court is the highest court in the land. Cases from any one of the 12 circuit courts of appeals and from the highest court of each state can be appealed to the Supreme Court. But the Supreme Court does not have to hear every case brought to it. In fact, each year the Court agrees to hear less than 10% of the cases it is asked to take on appeal. The courtroom and other facilities for the nine Justices of the Supreme Court are located in the Supreme Court Building in Washington, D.C. Design criteria for the Supreme Court are not included in this *Guide*.

Proceedings in Federal Courtrooms

Trial Courts. A single judge presides over the proceedings in each Federal trial court. In addition to the presiding judicial officer, a court reporter/recorder and a courtroom deputy clerk are present in virtually all trial courtrooms. Other judicial staff, such as a law clerk and interpreter, might also be present. Criminal proceedings in the district court may require the added presence of one or more deputy U.S. marshals and/or court security officers depending on the nature of the matter being heard.

Due to the adversarial nature of judicial proceedings, at least one attorney is present on each side of a case. The number of attorneys on each side of a case varies widely depending on the number of parties involved and the nature and complexity of the case. Moreover, the lawyers might be assisted by paralegals or investigative agents. In bankruptcy court, the U.S. Trustee might be represented. In civil litigation such as civil rights cases, commercial disputes, and a wide variety of other noncriminal matters, individual litigants and corporate or government representatives on each side of a case are present with their attorneys. In criminal cases, the defendants are present in court with their attorneys; the prosecution (the government) is also represented by its counsel, typically one or more assistant U.S. attorneys. Any number of witnesses might be called by either side to testify about facts that are in dispute. In cases tried before a jury, up to 18 jurors are in the courtroom during the presentation of evidence; the number of jurors primarily depends on whether the case is civil or criminal.

Federal trial courtrooms are almost always open to interested members of the general public, as well as to reporters from print and electronic media. Thus, it is not unusual for spectators to be present during trial proceedings.

Courts of Appeal. Courts of appeal usually deliberate in panels of three judges, who decide cases for the entire appeals court. Sometimes all the judges of a court of appeals sit together to decide a case; this is called an "en banc" session and might involve from 5 to 15 judges. When the judges hear oral argument by lawyers it is in a formal courtroom session; however, many cases are submitted on the briefs and the record alone, without oral argument.

In appellate courtrooms, there are no jurors, witnesses, or court reporters. The lawyers for each side are present, but the parties usually are not. Judicial personnel present in appellate courtrooms might include the judges' law clerks, courtroom deputy clerks, and a bailiff. As in all other Federal courts, the sessions held in the formal courtroom setting are open to the public; depending on public interest in the case, spectators, including members of the news media, might be present.

Administration of the Federal Courts

The Federal judges themselves, as members of a separate branch of the Government, are responsible for the efficient operation of the Federal courts. Policies for Federal courts are established by a committee of Federal judges, called the United States Judicial Conference, which is headed by the Chief Justice of the United States. Other standing committees of judges have policy responsibilities that they exercise on behalf of the Judicial Conference. Furthermore, in each of the various circuits, administrative oversight is carried out through committees called judicial councils. Day-to-day administration in the circuits and districts is the responsibility of chief judges. However, within generally broad parameters of established policies, individual Federal judges have a considerable degree of independence concerning the operation of their respective courts.

The entire Federal Judiciary is served by the Administrative Office of the U.S. Courts, located in Washington, D.C. The Administrative Office performs a wide range of administrative duties in assisting the operation of the Federal courts. Other administrative officers directly responsible to the judges for carrying out judicial work include clerks of court and circuit and district executives.

CHAPTER 2: GENERAL DESIGN GUIDELINES

CHAPTER 2: GENERAL DESIGN GUIDELINES

This chapter contains general spatial relationship, accessibility and circulation (SRAC) diagrams for the three major courts, courtroom floor plans, space and furniture tables, and general guidelines for architectural considerations including location and adjacencies of major space groupings, furniture and finishes, courthouse security, acoustical considerations, mechanical and electrical systems, automation systems, and barrier-free access.

Spatial Relationship, Accessibility and Circulation Diagrams

The first section presents three overview SRAC diagrams, one each for the U.S. Court of Appeals, the U.S. District Court, including the U.S.D.C. Magistrate Judges, and the U.S. Bankruptcy Court. See the discussion of SRAC diagrams in the Introduction for an explanation of their use.

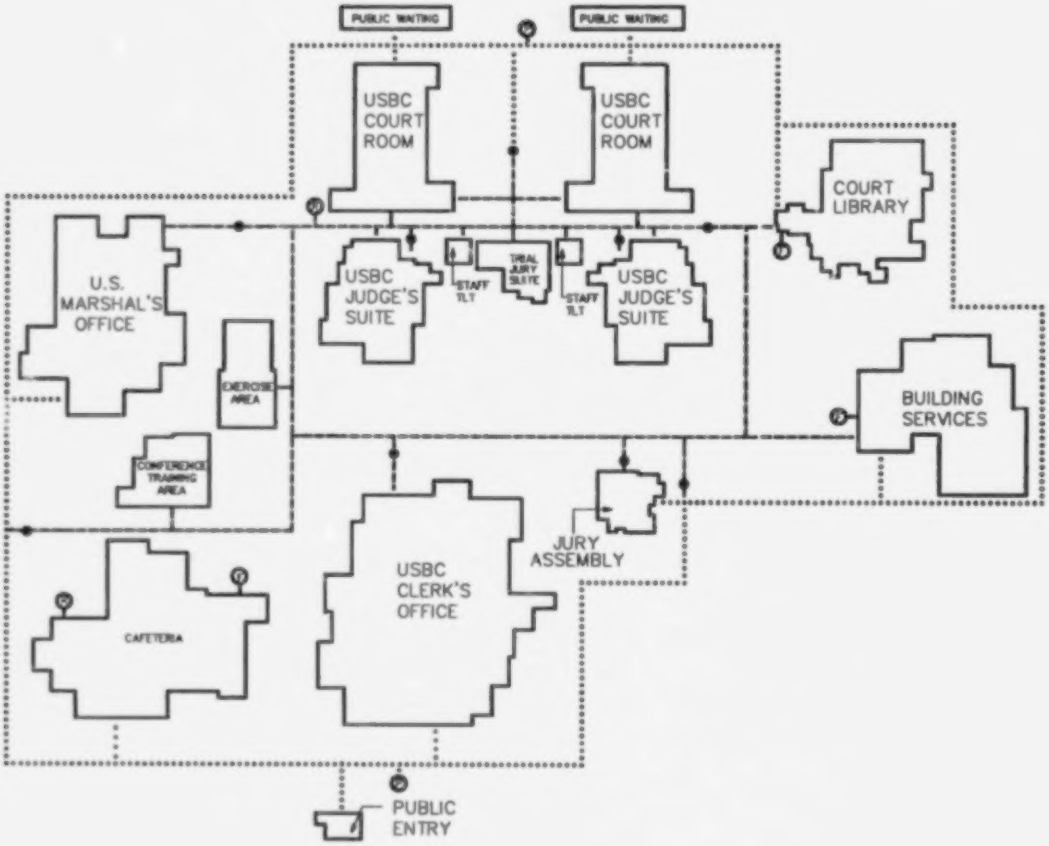
Figure 2.1
U.S. Court of Appeals and Related Offices SRAC Diagram

KEY TO SYMBOLS

- - -	RESTRICTED CIRCULATION	Ⓢ	SECURE VERTICAL CIRCULATION
———	SECURE CIRCULATION	Ⓡ	RESTRICTED VERTICAL CIRCULATION
••••••	PUBLIC CIRCULATION	Ⓟ	PUBLIC VERTICAL CIRCULATION
●	CIRCULATION/ACCESS CONTROL POINT	Ⓕ	FREIGHT VERTICAL CIRCULATION

Charts Transposed to

End of Volume.


PUBLIC WAITING
PUBLIC WAITING
USBC COURT ROOM
USBC COURT ROOM
COURT LIBRARY
U.S. MARSHAL'S OFFICE
USBC JUDGE'S SUITE
STAFF TLT
TRIAL JURY SUITE
STAFF TLT
USBC JUDGE'S SUITE
EXERCISE AREA
BUILDING SERVICES
CONFERENCE TRAINING AREA
JURY ASSEMBLY
USBC CLERK'S OFFICE
CAFETERIA
PUBLIC ENTRY

Courtroom Floor Plans

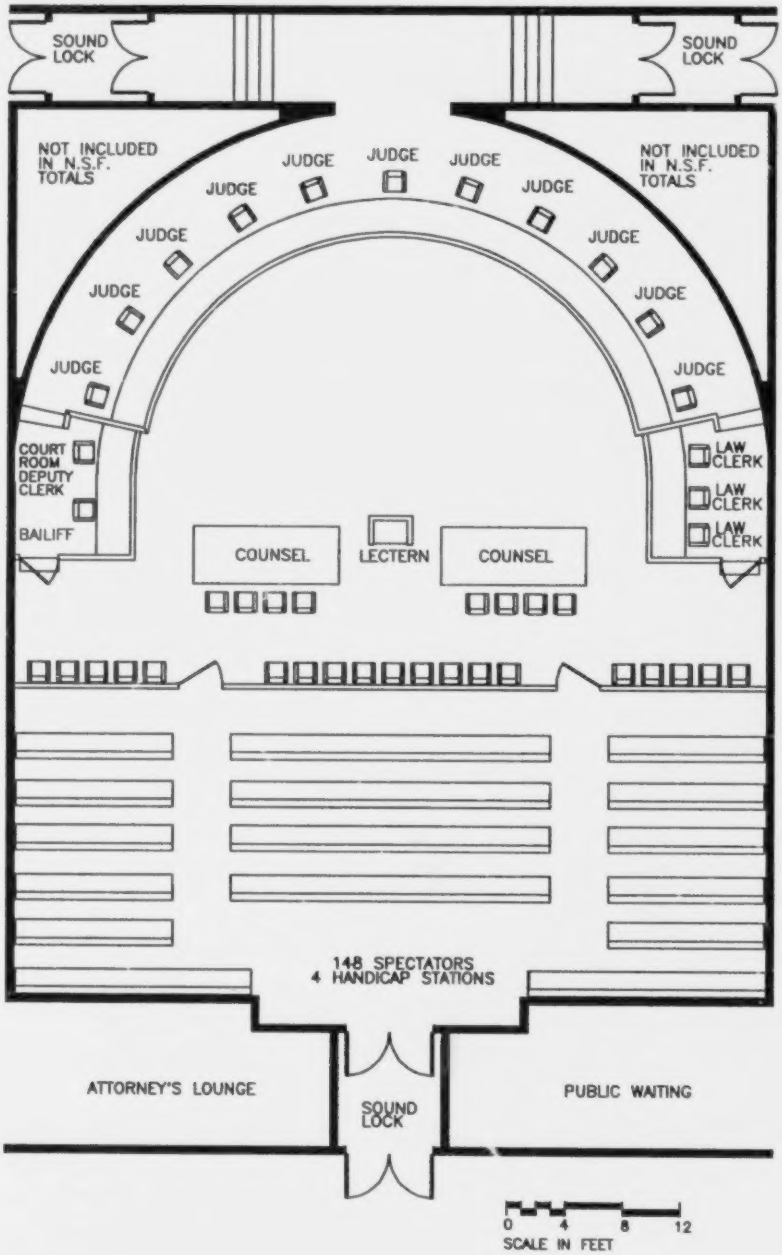
Sample floor plans are furnished for illustrative purposes only and are not meant to serve as standards for design. For example, for each courtroom plan, the shape of the room, the arrangement of furniture, the size of the courtroom well, the number of seats provided, the arrangement of exits, and other features are design decisions to be made to accommodate local custom and specific requirements. However, the floor area and ceiling height designated for each courtroom are guidelines **intended to be prescriptive**.

Seven floor plans are presented in this section:

- U.S. Court of Appeals, En-Banc Courtroom
- U.S. Court of Appeals, Panel Courtroom
- U.S. District Court, Special Proceedings Courtroom
- U.S. District Court, Regular Courtroom
- U.S. Magistrate Judge, Courtroom
- U.S. Bankruptcy Court, Courtroom
- Grand Jury Room

Sample plans for a variety of other layouts for courtrooms and grand jury rooms are available from the Administrative Office of the U.S. Courts.

Figure 2.4
U. S. Court of Appeals
En Banc Courtroom


SOUND LOCK
SOUND LOCK
NOT INCLUDED IN N.S.F. TOTALS
NOT INCLUDED IN N.S.F. TOTALS
JUDGE
JUDGE
JUDGE
JUDGE
JUDGE
JUDGE
JUDGE
JUDGE
JUDGE
JUDGE
JUDGE
JUDGE
JUDGE
COURT ROOM DEPUTY CLERK
BAILIFF
LAW CLERK
LAW CLERK
LAW CLERK
COUNSEL
LECTERN
COUNSEL
148 SPECTATORS
4 HANDICAP STATIONS
ATTORNEY'S LOUNGE
SOUND LOCK
PUBLIC WAITING
0
4
8
12
SCALE IN FEET

Area: 3,000 N.S.F.

Ceiling Height: 18'-0"

Bench Type: Semi-Circular

Notes:

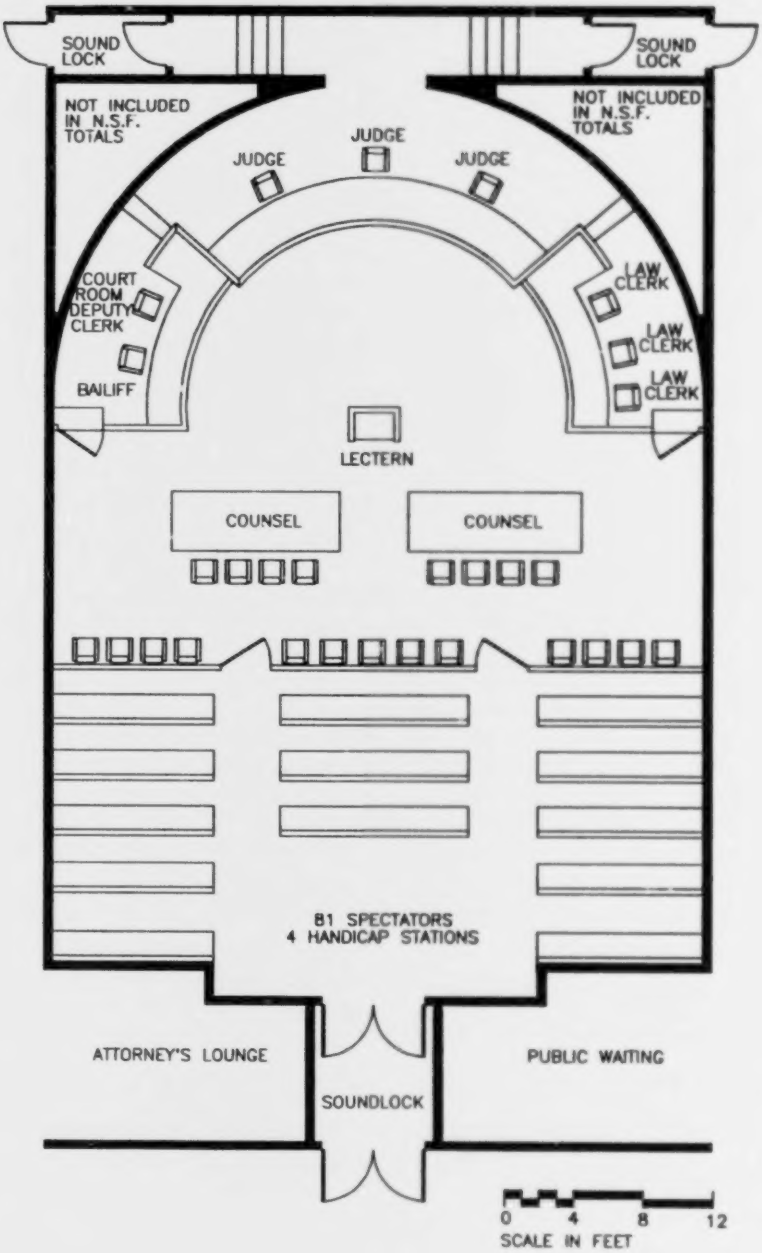
1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Figure 2.5
U.S. Court of Appeals
Panel Courtroom

Area: 1,800 N.S.F.

Ceiling Height: 16'-0"

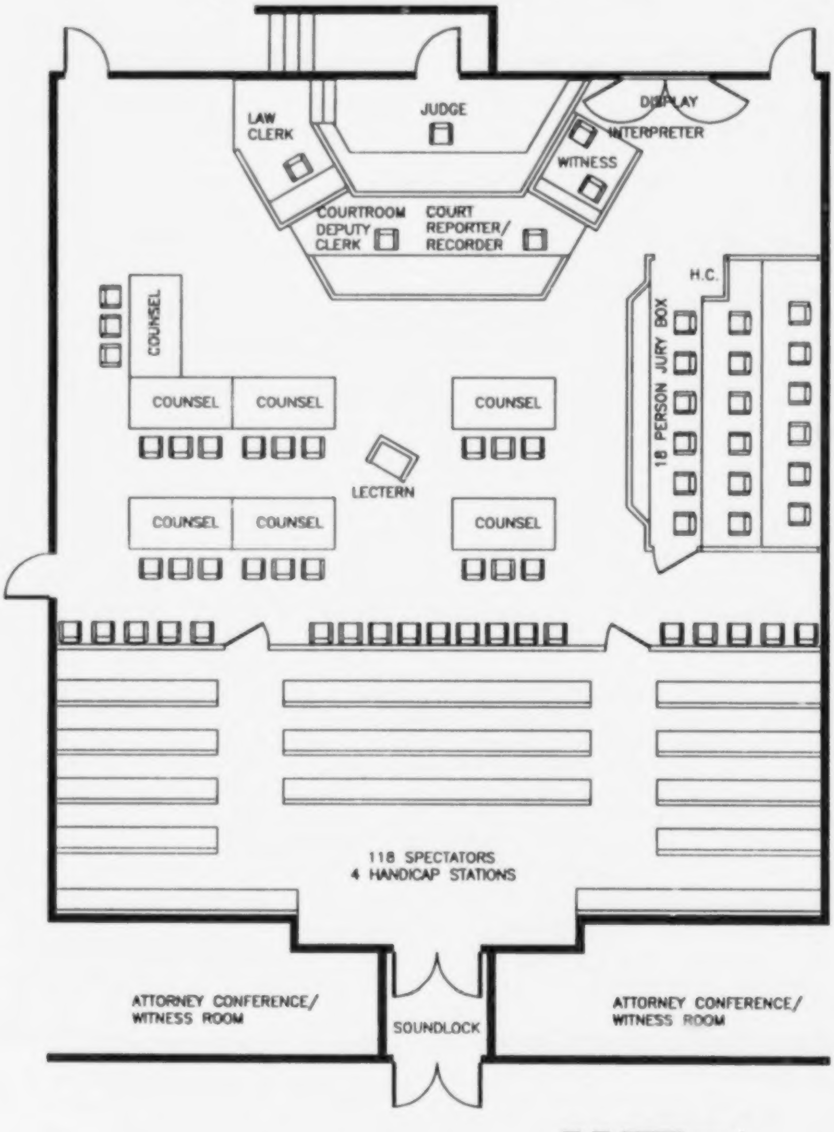
Bench Type: Semi Circular


SOUND LOCK
SOUND LOCK
NOT INCLUDED IN N.S.F. TOTALS
NOT INCLUDED IN N.S.F. TOTALS
JUDGE
JUDGE
JUDGE
COURT ROOM DEPUTY CLERK
BAILIFF
LAW CLERK
LAW CLERK
LAW CLERK
LECTERN
COUNSEL
COUNSEL
81 SPECTATORS
4 HANDICAP STATIONS
ATTORNEY'S LOUNGE
PUBLIC WAITING
SOUNDLOCK
0
4
8
12
SCALE IN FEET

Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtoom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Figure 2.6
U.S. District Court
Special Proceedings Courtroom



LAW CLERK
JUDGE
DISPLAY
INTERPRETER
WITNESS
COURTROOM DEPUTY CLERK
COURT REPORTER/ RECORDER
H.C.
COUNSEL
COUNSEL
COUNSEL
COUNSEL
18 PERSON JURY BOX
LECTERN
COUNSEL
COUNSEL
COUNSEL
118 SPECTATORS
4 HANDICAP STATIONS
ATTORNEY CONFERENCE/ WITNESS ROOM
SOUNDLOCK
ATTORNEY CONFERENCE/ WITNESS ROOM
0
4
8
12
SCALE IN FEET

Area: 3,000 N.S.F.

Ceiling Height: 18′-0″

Bench Type: Center

Notes:

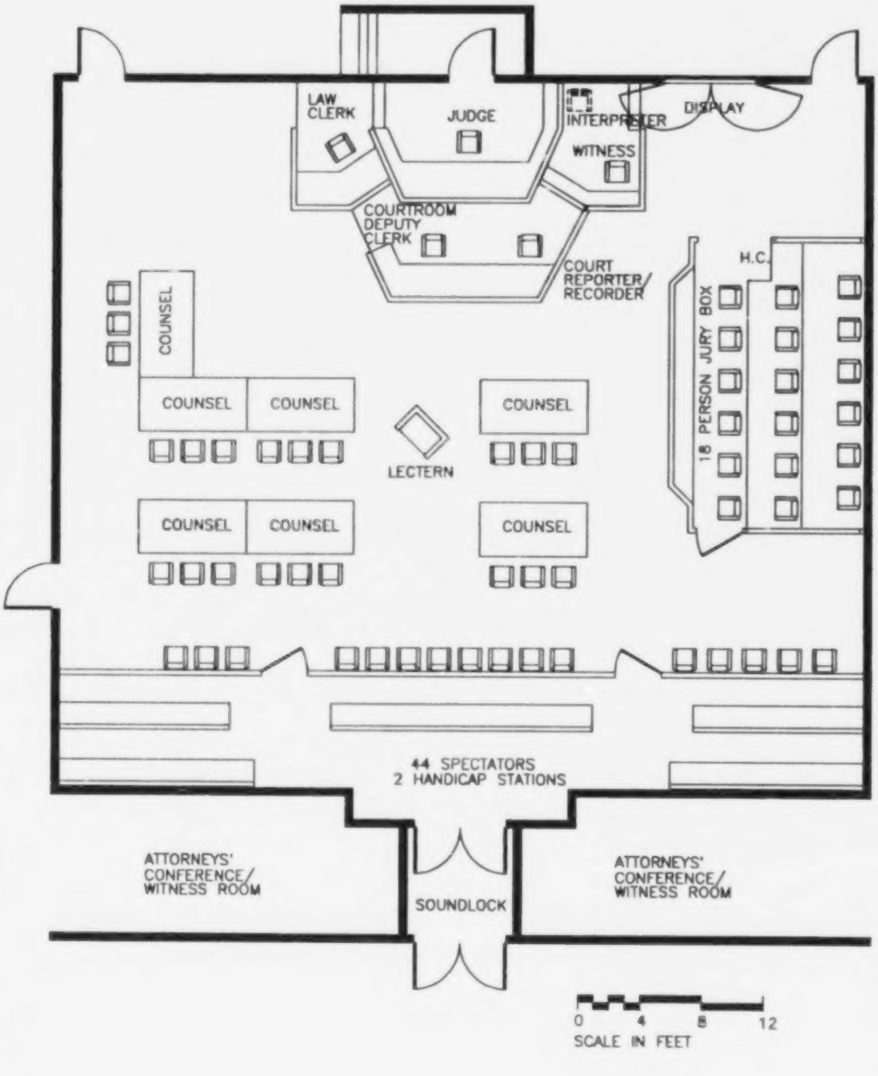
1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Figure 2.7
U.S. District Court
Regular Courtroom

Area: 2,400 N.S.F.

Ceiling Height: 16′-0″

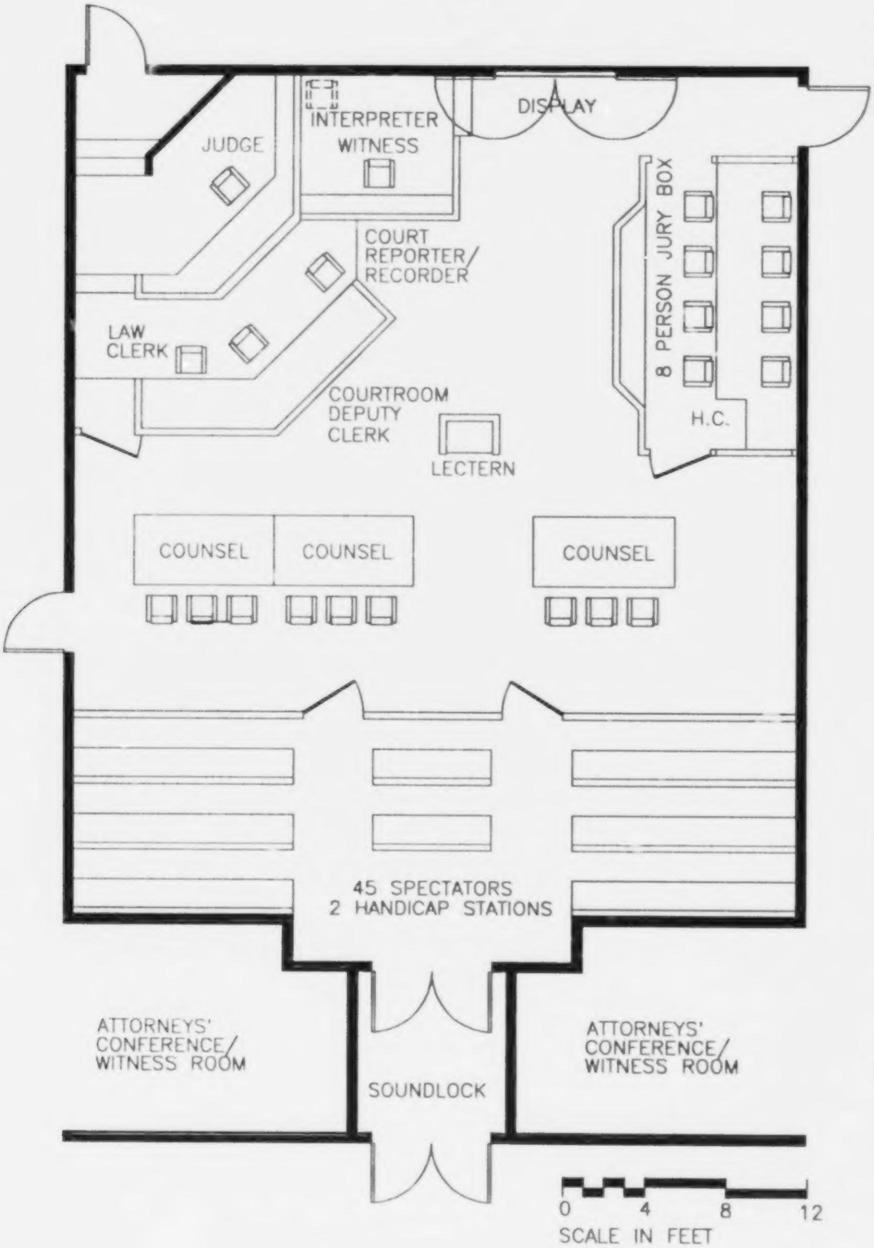
BenchType: Center


LAW CLERK
JUDGE
INTERPRETER
DISPLAY
WITNESS
COURTROOM DEPUTY CLERK
COURT REPORTER/ RECORDER
H.C.
18 PERSON JURY BOX
COUNSEL
COUNSEL
COUNSEL
COUNSEL
COUNSEL
COUNSEL
COUNSEL
LECTERN
44 SPECTATORS
2 HANDICAP STATIONS
ATTORNEYS' CONFERENCE/ WITNESS ROOM
ATTORNEYS' CONFERENCE/ WITNESS ROOM
SOUNDLOCK
0
4
8
12
SCALE IN FEET

Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtoom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Figure 2.8
U.S. Magistrate Judge Courtroom



INTERPRETER
WITNESS
DISPLAY
JUDGE
COURT REPORTER/ RECORDER
8 PERSON JURY BOX
LAW CLERK
COURTROOM DEPUTY CLERK
H.C.
LECTERN
COUNSEL
COUNSEL
COUNSEL
45 SPECTATORS
2 HANDICAP STATIONS
ATTORNEYS' CONFERENCE/ WITNESS ROOM
ATTORNEYS' CONFERENCE/ WITNESS ROOM
SOUNDLOCK
0
4
8
12
SCALE IN FEET

Area: 1,500 N.S.F.

Ceiling Height: 14'-0"

BenchType: Corner

Notes:

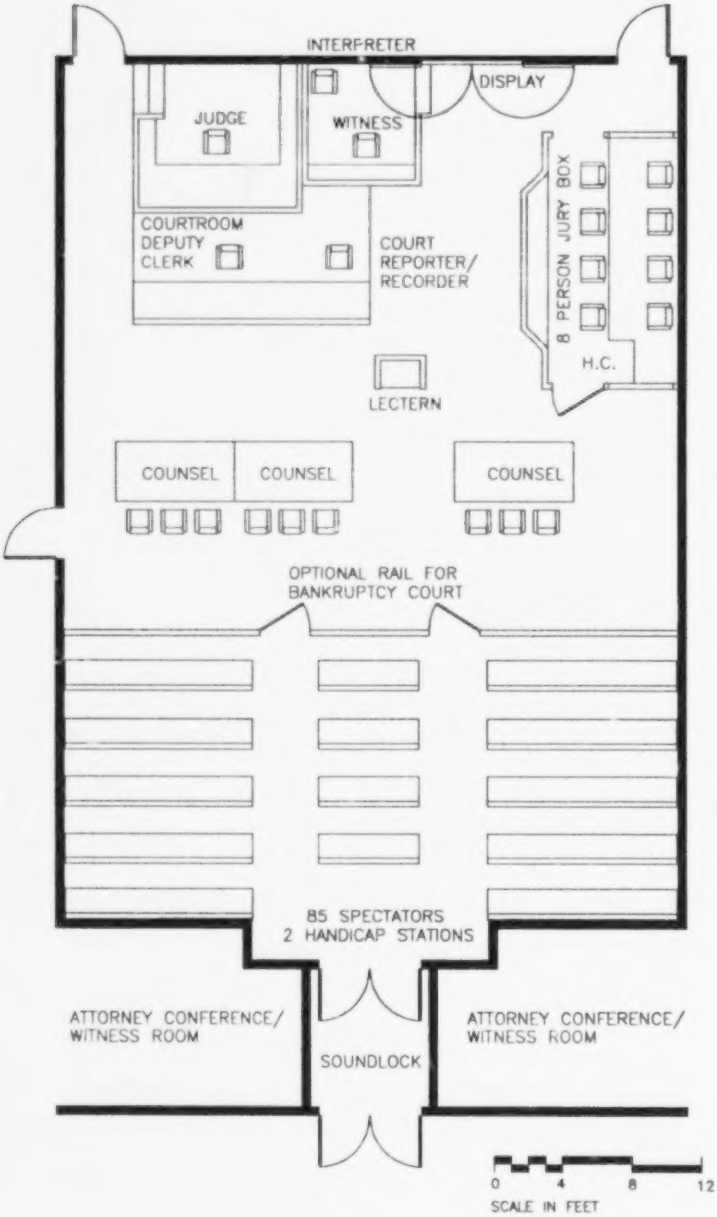
1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Figure 2.9
U.S. Bankruptcy Court
Courtroom

Area: 1,800 N.S.F.

Ceiling Height: 16′-0″

Bench Type: Off-Center



INTERPRETER
DISPLAY
JUDGE
WITNESS
8 PERSON JURY BOX
COURTROOM DEPUTY CLERK
COURT REPORTER/ RECORDER
H.C.
LECTERN
COUNSEL
COUNSEL
COUNSEL
OPTIONAL RAIL FOR BANKRUPTCY COURT
85 SPECTATORS 2 HANDICAP STATIONS
ATTORNEY CONFERENCE/ WITNESS ROOM
SOUNDLOCK
ATTORNEY CONFERENCE/ WITNESS ROOM
0
4
8
12
SCALE IN FEET

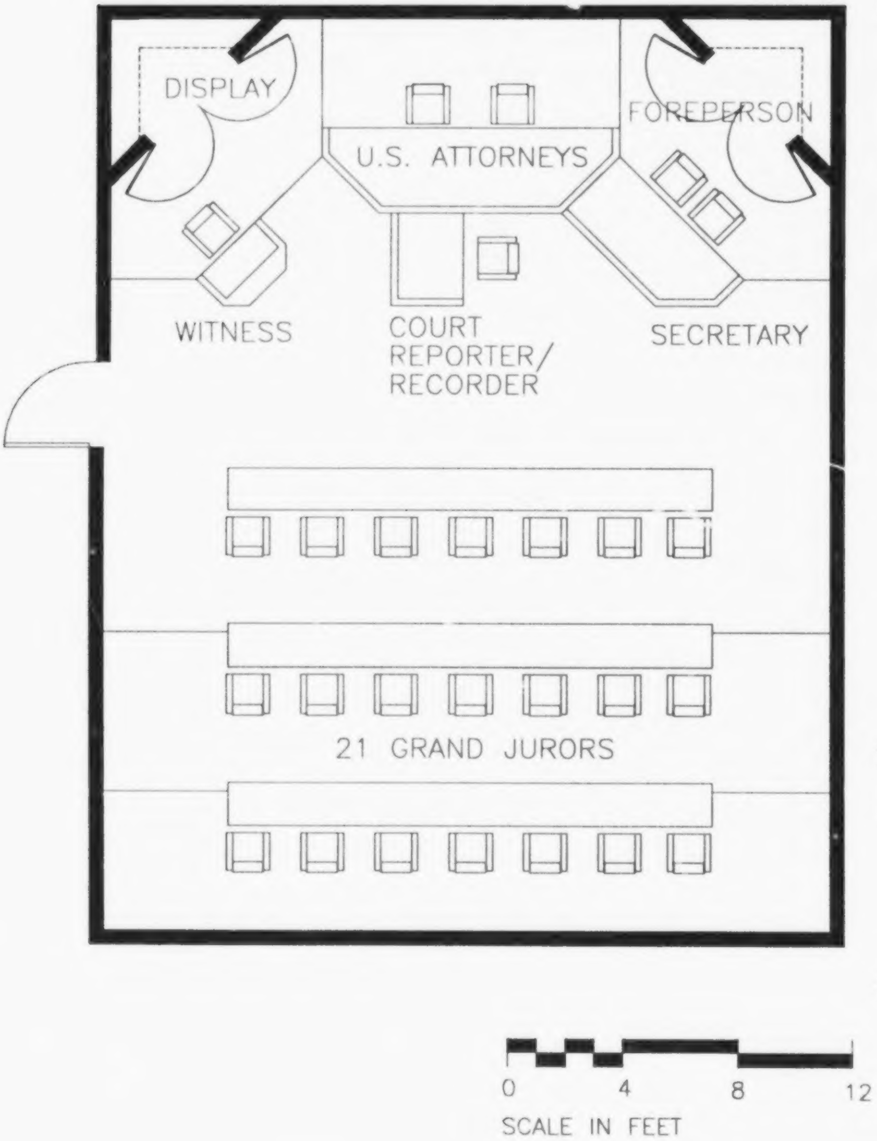
Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtoom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.
3. The necessity for a jury box should be confirmed.

Figure 2.10
Grand Jury Room

Area: 800 N.S.F.

Ceiling Height: 10′-0″


DISPLAY
U.S. ATTORNEYS
FOREPERSON
WITNESS
COURT REPORTER/ RECORDER
SECRETARY
21 GRAND JURORS
0
4
8
12
SCALE IN FEET

Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for grand jury room design.
2. Sample plans for a variety of other layouts for grand jury rooms are available from the Administrative Office of the U.S. Courts.

Space and Furniture Tables

Except for built-in furniture, the listing of furniture found in the following tables is provided only as an illustrative guide for determining dimensions of spaces.

There are ten tables which cover space and furniture:

- Courtrooms
- Judges' Chambers Suites
- Ancillary Facilities
- Jury Facilities
- Court Library
- Clerk's Office
- Judiciary-Related Offices
- U.S. Marshals Service: Office and Secured Facilities
- Court-Related Facilities
- Building Support Facilities

Table 2.1
Courtrooms
Space and Furniture

SPACE	SIZE (NSF)	FURNITURE **(Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)**
COURT OF APPEALS:		
En Banc Courtroom	3,000	Built-in: Judges' bench (5 LF/judge), stations for courtroom deputy clerk, law clerk(s), bailiff, spectators (120+) Movable: Attorneys station
Panel Courtroom	1,800	Built-in: Judges' bench (3 @ 5 LF/judge), stations for courtroom deputy clerk, law clerk(s), bailiff, spectators (40-45) Movable: Attorneys station
DISTRICT COURT:		
Special Proceedings Courtroom	3,000	Built-in: Judges' bench (1-3 judges, 5 LF/judge, 12 feet min.), stations for courtroom deputy clerk, court reporter/recorder, witness, law clerk(s); jury box (18 persons), spectator seating (120+) Movable: USMS personnel, interpreter, attorneys & clients (4-20+) stations
Regular Courtroom	Standard: 2,400 Minimum: 2,000	Built-in: Judge's bench (12 feet min.), stations for courtroom deputy clerk, court reporter/recorder, witness, law clerk(s); jury box (18 persons), spectator seating (40-80) Movable: USMS personnel, interpreter, attorneys & clients (4-10) stations
Magistrate Judge, Courtroom	1,500	Built-in: Magistrate judge's bench (12 feet min.), stations for courtroom deputy clerk, court reporter/recorder, witness, law clerk; spectator seating (40-45) Movable: USMS personnel, interpreter, attorneys & clients (4-6) stations
BANKRUPTCY COURT:		
Jury Courtroom	Standard: 1,800 Minimum: 1,500	Built-in: Judge's bench (12 feet min.), stations for courtroom deputy clerk, court reporter/recorder, law clerk, witness; jury box (8 persons), spectator seating (75-85) Movable: Court security personnel, interpreter, attorneys & clients (6+) stations
Non-jury Courtroom	Standard: 1,800 Minimum: 1,500	Minimum: 1,500 Built-in: Judge's bench (12 feet min.), stations for courtroom deputy clerk, court reporter/recorder, law clerk, witness; spectator seating (75-85) Movable: Court security personnel, interpreter, attorneys & clients (6+) stations
COURTROOM USER STATIONS:		
Judge(s)	-	Built-in: Bench 3 steps (21") above floor level, bookshelves (USDC judges), footrest, provision for CRT Movable: Swivel tilt chair(s)

Table 2.1
Courtrooms
Space and Furniture
(Continued)

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
Courtroom Deputy Clerk	-	Built-in: Station 1 step (7") above floor level, provision for CRT and printer Movable: Swivel chair
COURTROOM USER STATIONS (cont'd):		
Witness (USDC/USBC)		Built-in: Stand 2 steps (14") above floor level Movable: Swivel chair (chairs to be adjustable height)
Interpreter (USDC/USBC)	-	Movable: Swivel chair
Jurors (USDC: 12-person; USDC magistrate judges/USBC: 6-person)	-	Built-in: Jury box (12-person: 3 tiers; 6-person: 2-tiers) 1st tier at floor level; fixed swivel tilt chairs (12-person: 14-18; 6-person: up to 8)
Court Reporter/Recorder (USDC/USBC)	-	Built-in: Workstation/worksurface for equipment, storage (court reporter station may be movable); provision for CRT Movable: Swivel chair
Attorneys & Clients	-	Movable: Min. four 3'-6" X 7'-0" (minimum) tables, up to 8 chairs each; provision for CRT
Attorney Waiting Area	-	Movable: Chairs or benches
Law Clerk(s)	-	Built-in: Station 1 step (7") above floor level, provision for CRT and printer Movable: Swivel chair(s)
Bailiff (USCA)	-	Built-in: Station 1 step (7") above floor level, provision for CRT and printer Movable: Swivel chair
USMS Personnel	-	Movable: Chairs
Spectators	-	Built-in: Benches or theater chairs
OTHER SPACES:		
Equipment Storage Room	100	Built-in: Shelves, open floor space
Short-term Exhibits Storage	50	Built-in: Shelves, open floor space
Lectern	-	Movable: (May be built-in in USCA courtrooms) Adequate worksurface, adjustable height, substantial in design, with shelf storage below (microphone in USCA courtrooms)
Exhibit Display (USDC/USBC)	-	Built-in: Display unit with screen, tackboard, lightbox, whiteboard (magnetic); drop-down screen; provision for VCR and monitor
Soundlock	80	-
Public/Attorney Coat Rack	20	

Table 2.2
Judges' Chambers Suites
Space and Furniture

SPACE	SIZE (NSF)	**FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)**
JUDGES' CHAMBERS SUITES:		
USCA Judge's Chambers Suite	2,340	Each USCA judge is allocated a total resident chambers area of 2,340 NSF, to be subdivided in any way desired as conditions require
USDC Judge's Chambers Suite	1,990	Each USDC judge is allocated a total resident chambers area of 1,990 NSF
USBC Judge/USDC Magistrate Judge's Chambers Suite	1,560	Each USBC judge and USDC magistrate judge is allocated a total resident chambers area of 1,560 NSF
Visiting/Non-Resident Judge's Chambers Suite	900	Each visiting or non-resident judge's chambers suite is allocated a total of 900 NSF, to be subdivided in any way desired as conditions require
JUDGES' CHAMBERS		
USCA Judge	-	Movable: Desk, swivel tilt chair, guest chairs (2), secondary worksurface, coffee table, side tables, bookshelves (10 ranges*), conference table, conference chairs (6), sofa, floor/table lamps, provision for CRT and printer
USDC Judge	500	Movable: Desk, swivel tilt chair, guest chairs (2), secondary worksurface, coffee table, side tables, bookshelves (10 ranges*), conference table, conference chairs (6), sofa, floor/table lamps, provision for CRT and printer
USBC Judge/USDC Magistrate Judge	400	Movable: Desk, swivel tilt chair, guest chairs (2), secondary work surface, coffee table, side tables, bookshelves (5 ranges*), conference table, conference chairs (4), sofa, floor/table lamps, provision for CRT and printer
JUDGES' CHAMBERS SUPPORT AREAS:		
Study (USCA only)	-	Movable: Desk, swivel tilt chair, guest chairs, secondary work surface, coffee table, side tables, bookshelves (5 ranges*), conference table, conference chairs, sofa, floor/table lamps, provision for CRT and printer
Vestibule	50	-
Private Toilet	50	Built-in: WC, lavatory, medicine cabinet, towel rack, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror; shower may be provided at the discretion of the judicial officer (if a shower is provided, it should be equipped with a soap dish, a shampoo shelf, a wash cloth bar, and a shower curtain and rod or a glass shower door)
Closet	10	Built-in: Shelves, coat rod

* Where used on this table, the term "range" refers to a shelving unit for books, 7-shelves high and 36" wide, providing a total of 252 lineal inches of shelving.

Table 2.2
Judges' Chambers Suites
Space and Furniture
(Continued)

SPACE	SIZE (NSF)	**FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)**
CLERICAL/SUPPORT AREAS:		
Reception Area	100	Movable: Lounge chair(s)/sofa(s) (minimum seating capacity: 6), side tables, coffee table, floor/table lamps
Coat Closet	10	Built-in: Shelves, coat rod
Secretarial Workstation	120	Movable: Desk, swivel chair, secondary worksurface, provision for CRT, printer and typewriter
File Storage Area		
USDC	140	Movable: File cabinets
USDC Magistrate Judge	60	
USBC	60	
Facsimile Machine Area	10	Movable: Work surface/stand, storage below
Copier Area	50	Movable: Copier stand with supply shelves, work table
Storage	80	Built-in: Shelving on 2-3 walls
Galley	20	Built-in: Counter, sink, cabinets above and below Movable: Accommodation for microwave oven and refrigerator
LAW LIBRARY/ CONFERENCE ROOM:		
USDC Judge	400	Movable: Bookshelves (18 ranges*), conference table, conference chairs
USBC Judge/USDC Magistrate Judge	300	Movable: Bookshelves (14 ranges*), conference table, conference chairs
OTHER SUPPORT SPACES:		
Law Clerk's Office	150	Movable: Desk, swivel chair, guest chair, bookshelves (5 ranges*), secondary work surface, provision for CRT and printer
Courtroom Deputy Clerk's Office	150	Movable: Desk, swivel chair, bookshelf (1 range*), secondary work surface, provision for CRT, printer, and typewriter

* Where used on this table, the term "range" refers to a shelving unit for books, 7-shelves high and 36" wide, providing a total of 252 lineal inches of shelving.

Table 2.3
Ancillary Facilities
Space and Furniture

SPACE	SIZE (NSF)	FURNITURE **(Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)**
COURT OF APPEALS:		
Judges' Conference Room		
En Banc Courtroom	250 min. + 50/judge	Built-in: Display unit with screen, display boards Movable: Conference table, swivel chairs, (lounge chairs, sofa)
Panel Courtroom	200	Built-in: Display unit with screen, display boards Movable: Conference table, swivel chairs, (lounge chairs, sofa)
Conference Room Galley	50	Built-in: Counter, sink, cabinets above and below Movable: Accommodation for microwave oven and refrigerator
Judges' Robing Room	100 + 25/judge	Built-in: Lockers for robes Movable: Chairs, side tables
Toilet	2 @ 50 ea.	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)
Attorneys' Lounge	250	Movable: Lounge chairs, coffee/side tables, sofa, armchairs
Work Area	100	Movable: Work table or carrels, chairs
Public Waiting Area:		
En Banc Courtroom	750	Movable: Benches, side tables
Panel Courtroom	300	
Judicial Staff Toilets	As req'd., min. 2 @ 50 ea.	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)
DISTRICT/BANKRUPTCY COURTS:		
Judges' Conference Room	25/judge, 150 min.	Movable: Conference table, conference chairs
Conference Room Galley	20-100	Built-in: Counter, sink, cabinets above and below Movable: Accommodation for microwave oven and refrigerator
Attorneys' Conference/ Witness Waiting Room	2 @ 150 per ctrm	Movable: Conference table, conference chairs (4), lounge chairs, side tables
Public Waiting Area	400 per ctrm	Movable: Benches, side tables
Press/Media Room	50 per person, 100 min.	Movable: Desks, chairs (provided only in larger facilities)
Judicial Staff Toilets	As req'd., min. 2 @ 50 ea.	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)

Table 2.3
Ancillary Facilities
Space and Furniture
(Continued)

SPACE	SIZE (NSF)	FURNITURE **(Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)**
COURT REPORTERS/ RECORDERS		
Court Reporter/Recorder Office	150	Movable: Desk, chair, secondary work surface, shelves, provision for CRT, printer, and typewriter
Court Reporter/Recorder Storage	50	Movable: Tape storage shelves (6" deep) and/or box storage on 2-3 walls
Shared Work Room	100	Movable: Work tables, workstations
Transcriber/Typist Workstation	50	Movable: Desk, chair, provision for CRT, printer, and typewriter

Table 2.4
Jury Facilities
Space and Furniture

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
JURY ASSEMBLY AREA:		
Check-In	100	Built-in: Counter Movable: Jury clerk's workstation
Jury Clerk's Office	100/clerk	Movable: Desk or workstation, chair, ID card storage, provision for CRT, printer, and typewriter
Coat Closet	3 lin. in./ juror	Built-in: Shelves, coat rods
Jurors' Toilets	per code	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)
Galley	100	Built-in: Counter, sink, cabinets above and below Movable: Accommodation for microwave oven and refrigerator
Vending Area	15/machine	Movable: Vending machines, waste containers
Jurors' Lounge	20/person	Movable: Chairs, lounge furniture, magazine racks, carrels, TV monitors
Assembly Area	10/person	Movable: Chairs, tables, lectern, screens, carrels, TV monitors
Equipment Storage	150	Built-in: Shelves on 2-3 walls
Smokers' Lounge	20/person	Movable: Chairs, lounge furniture, magazine racks, TV monitors
Storage	50 min.	Built-in: Shelves on 2-3 walls
TRIAL JURY SUITE:		
Soundlock Entry	50 min.	-
Jurors' Toilets	2 @ 50 ea.	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)
Coat Closet	20	Built-in: Shelf, coat rod
Trial Jury Room	250 (6) 350 (12)	Movable: Conference table, conference chairs (7-18)
Galley	20	Built-in: Counter, sink, cabinets above and below Movable: Accommodation for microwave oven and refrigerator
Exhibits Display	-	Built-in: Screen, tackboard, whiteboard (magnetic)
Audio/Video Equipment	10	Movable: Video monitor station with provision for VCR
Sworn Jury Custodian	50	Movable: Desk, chair

Table 2.4
Jury Facilities
Space and Furniture
(Continued)

SPACE	SIZE (NSF)	FURNITURE **(Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)**
GRAND JURY SUITE:		
Entry Area	50	
Jurors' Toilets	2 @ 50 ea.	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)
Galley	20	Built-in: Counter, sink, cabinets above and below Movable: Accommodation for microwave oven and refrigerator
Security Workstation	50	Movable: Desk, chair
Witness Room	1 @ 200 1 @ 120	Movable: Lounge chairs, coffee/side tables, conference table, conference chairs
Hearing Room	600	Built-in: 21 fixed-base swivel tilt chairs with worksurfaces, arranged in 3 tiers with the 1st tier at floor level; U.S. Attorney station; Grand Jury foreperson and secretary stations; witness station; court reporter/recorder station Movable: Attorney swivel chairs, Grand Jury foreperson and secretary swivel chairs, witness swivel chair, court reporter/recorder swivel chair
Exhibits Display	-	Built-in: Screen, tackboard, whiteboard (magnetic)
Video Equipment	10	Movable: Video monitor station with provision for VCR
Closet	10	Built-in: Shelves

Table 2.5
Court Library
Space and Furniture

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
LIBRARY SPACES:		
Public Entry/Lobby	100/200*	Movable: Lounge seating
Circulation/Control Area	150/300*	Built-in: Stand-up counter, bookshelves, book cabinets, provision for CRT, printer, typewriter, and facsimile machine Movable: Staff workstation
Periodical Area	450/900*	Movable: Periodical shelving units, newspaper racks
Reference/Card Catalog Area	500/1000*	Built-in: Reference bookshelves, staff counter Movable: Card catalog, desks, chairs
Casual Reading Area	150/300*	Movable: Lounge chairs, side tables, magazine racks, low bookshelf units
Computer Aided Legal Research (CALR) - Public Access	100 min + 70/station	Movable: Desk/workstation, provision for a PC terminal, modem, and printer
CALR - Staff Access	100 min + 70/station	Movable: Desk/workstation, provision for a PC terminal, modem, and printer
Stack Area: General	9/21 lin. ft.	Built-in: Open double-sided bookshelf units, typically 3'-0" wide and seven shelves high Movable: PC/CD-ROM stations
Study Room	100	Movable: Table, chairs (4)
Study Area: Table	35/person	Movable: 4' x 8' tables, chairs (4 per table)
Study Area : Carrel	35/person	Movable: Study carrels, chairs (1 per carrel)
Court Personnel Work Area	70/staff	Movable: Conference tables and/or study carrels, chairs, provision for CRT, printer and typewriter
OFFICES:		
Circuit Librarian	300	Movable: Desk, swivel chairs, bookshelf units (4), file cabinets (2), guest chairs (2), provision for CRT, printer and typewriter
Private Toilet	50	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)
Deputy Circuit Librarian	250	Movable: Desk, swivel chair, bookshelf units (4), file cabinets (2), guest chairs (2), provision for CRT, printer and typewriter
Professional Staff	150	Movable: Desk, swivel chair, bookshelf units, side chair, provision for CRT, printer and typewriter
Technical Staff	55	Movable: Desk/workstation, swivel chair, provision for CRT, printer and typewriter

Table 2.5
Court Library
Space and Furniture
(Continued)

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
OTHER SPACES:		
Copier: Coin-Op Public	80 ea.	Movable: Copier, work surface, supplies storage
Copier: Staff	50/80/ 120 ea.**	Movable: Copier, work surface, supplies storage
Microfiche Area - Public & Staff	35/machine + 12/cabinet	Movable: Microform reader/printer, worksurface, chair, microform storage cabinet
Supplies Storage	100 min.	Built-in: 12" deep shelves on 2-3 walls
Technical Service Area	200/400 min.	Movable: Bookshelf units, work surfaces, swivel chairs, book carts, special equipment (including OCLC terminal)
Microfiche Duplicator	55	Movable: Microfiche duplicator, operator chair
Rare Book/Court Archives Room	Special Design	Built-in: Specially designed bookcases Movable: Display cases, conference table, arm chairs
Coat Storage: Public	10 min.	Built-in: Shelves, coat rod
Coat Storage: Staff	10 min.	Built-in: Shelves, coat rod
Storage Area	200/400 min.*	Built-in: 18" deep shelves on 2-3 walls
Mailroom	75/150 min.*	
Freight Staging Area	75/150 min.*	
Shelving Area	9/shelf unit	Built-in: Bookshelf units
Toilet: Staff	As req'd., min 2 @ 50	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)
Staff Lounge	40 galley + 10/staff	Built-in: Counter, sink, cabinets above and below Movable: Dining chairs, tables, lounge chairs, accommodation for microwave oven and refrigerator

* The net square footages shown apply to a satellite library and central library respectively.

** The net square footages shown apply to an unstaffed library, satellite library and central library respectively.

Table 2.6
Clerk's Office
Space and Furniture

SPACE	SIZE (NSF)	**FURNITURE** **(Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)**
OFFICES:		
Private offices		
Clerk of Court, w/private toilet	300 + 50	
Senior staff	250	
General staff, incl. pro se attorneys	150	
Semi-private offices		
Supervisor	120	
General staff	70	
Open work stations		
General staff, depending on equipment used[1]	Std: 70 Min: 45	
Counter and cashier work stations	45	
PUBLIC AREAS:		
Queuing/work area	15 /person, min. 105	
Counter (including cashier stations)	5 LF/staff position	Built-in: Stand-up counter
Accessory stand-up work counter	25 /person, 100 min.	Built-in: Stand-up counter
Coin-operated copier area	50	
Microform reader/printer	35	
Records exam area	25 /person, 125 min.	
Public access computer station	35	
Public pay facsimile machine	10	
GENERAL SPACES:		
Records storage		
Secured records	8 /10 LF	
Active records	9 /21 LF	
Inactive records	9 /21 LF	
Financial vault	min. 150	

Table 2.6
Clerk's Office
Space and Furniture
(Continued)

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
GENERAL SPACES (cont'd):		
Microform storage area	12 /cabinet	
Microform reader/printer	35	
Exhibit storage		
Large office	min. 300	
Intermediate-size office	min. 225	
Small office	min. 150	
Evidence vault	min. 150	
Equipment storage		
Large office	min. 150	
Small office	min. 50	
Work area		
Large office	15 /staff, min. 200	
Small office	15 /staff, min. 100	
Copier area, per copier	50/80/120 (low, med., high vol.)	
Mail work area		
Large office	min. 200	
Small office	min. 100	
Computer room		
Large office	min. 300	
Small office	min. 200	
Conference room	25 /person, 120 min.	
Fax work station	10	
Shared VDT/printer	50	
Safe	20	
Shredder	25	

Table 2.6
Clerk's Office
Space and Furniture
(Continued)

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
GENERAL SPACES (cont'd):		
Forms storage	min. 150	
Bulk storage	Refer to Section 9: Court Related Facilities	
Supplies storage, short term		
Large office	300	
Small office	150	
Staff lounge/break room	10/staff + 40 kitchen	
Coat storage	20	
Staff toilets	As req'd., min. 2 @ 50	
Vendor copying service	200-300 (where provided)	

Table 2.7
Judiciary-Related Offices
Space and Furniture

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
OFFICES:		
Private office		
Executive, w/private toilet	300 + 50	
Senior staff	250	
General staff	150	
Semi-private office		
Supervisor	120	
General staff	70	
Executive secretary/ receptionist (incl. small reception/waiting area)	170	
Open work station		
General staff, depending on equipment used[1]	Std: 70 Min: 45	
Counter and cashier work stations	45	
GENERAL OFFICE SPACES:		
Reception/waiting	15 /person, min. 105	
Counter/screening	5 LF/staff position	Built-in: Stand-up counter (U.S. Probation Office, Pre-Trial Services Office, Federal Public Defender) with break-resistant design and glazing (U.S. Probation Office, Pre-Trial Services Office only)
Records storage		
Secured records storage	8 /10 LF	
Active records storage	9 /21 LF	
Inactive records storage	9 /21 LF	
Transfer box storage	50 min.	
Work table	90	
Supplies storage		
Large office	100	
Small office	50	

Table 2.7
Judiciary-Related Offices
Space and Furniture
(Continued)

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
GENERAL OFFICE SPACES (cont'd):		
Equipment storage		
Large office	150	
Small office	50	
Work area	15 /staff, min. 105	
Copier area (per copier)	50/80/120 (low/ med./high vol.)	
Conference rooms	25 /person, 125 min.	
Library	9 /21 LF of shelving + 25 /person + 70 /CALR station	
Fax work station	10	
Shared CRT/printer area	50	
Vault/safe	20-80	
Microform reader/printer	35	
Microform storage cabinet	12 /cabinet	
Shredder	25	
Galley	40	
Staff lounge	see Chapter 11: Court-Related Facilities	
Staff toilets	see Chapter 11: Court-Related Facilities	
SPECIAL OFFICE SPACES:		
Toilet for urinalysis sample collection	50	
Urinalysis supplies storage	25	
Urinalysis testing (EMIT) lab & sample storage	175	

Table 2.7
Judiciary-Related Offices
Space and Furniture
(Continued)

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
SPECIAL OFFICE SPACES (cont'd):		
Electronic Monitoring office	400 (for two officers)	
Electronic Monitoring equipment storage/repair room	95	
Secure computer terminal/printer room	150	
Gunlock	10	
Audio tape listening room	300	
Flat file	30 /cabinet	
Client property storage room	100	
Returned exhibits storage room	100	

Table 2.8
U.S. Marshals Service: Office and Secured Facilities Space and Furniture

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
ADMINISTRATIVE & CLERICAL AREAS		
General Office: Public Reception/Queuing Area	100 + 12/person	**Built-in:** Writing/work surface, min. 8' long
Public Counter Area	50	**Built-in:** Stand-up counter with ballistic-resistant design, ballistic-resistant glazing
Administrative Staff Work Area	350 + 100/staff	**Movable:** Desk, return, secondary work surface, swivel chair, provision for CRT, printer and typewriter
Fiscal Accounting Office		
Cashier Station	50	**Built-in:** Counter with ballistic-resistant design, ballistic-resistant glazed teller-window, swivel chair, provision for CRT, printer and typewriter
Fiscal Accounting Staff Work Area	350 + 100/staff	**Movable:** Desk, return, secondary work surface, swivel chair, provision for CRT, printer and typewriter
Fiscal Vault	100	**Built-in:** Class "V" vault door w/day gate
Private Offices		
Marshal	300	**Movable:** Desk, secondary work surface, swivel armchair, sofa, bookshelves, conference table, conference chairs (6), provision for CRT, printer and typewriter
Private Toilet	50	**Built-in:** WC, lavatory, towel rack, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror
Chief Deputy Marshal	250	**Movable:** Desk, secondary work surface, swivel armchair, bookshelves, conference table, conference chairs (4), provision for CRT, printer and typewriter
Executive Secretary	150	**Movable:** Desk, secondary work surface, swivel chair, provision for CRT, printer and typewriter
Supervisory Deputy Marshal	200	**Movable:** Desk, secondary work surface, swivel armchair, guest chairs, shelves, provision for CRT, printer & typewriter
Administrative Officer	150	**Movable:** Desk, secondary work surface, swivel armchair, guest chairs, shelves, provision for CRT, printer & typewriter
Supervisory Accountant	150	**Movable:** Desk, secondary work surface, swivel armchair, guest chairs, shelves, provision for CRT, printer & typewriter
Fiscal Clerk	150	**Movable:** Desk, secondary work surface, swivel armchair, provision for CRT, printer & typewriter
Enforcement Specialist	150	**Movable:** Desk, secondary work surface, swivel armchair, guest chairs, shelves, provision for CRT, printer & typewriter
Semi-Private Office	150	**Movable:** Desk, secondary work surface, swivel chair, guest chair, provision for CRT, printer & typewriter

Table 2.8
U.S. Marshals Service: Office and Secured Facilities
Space and Furniture
(Continued)

SPACES	SIZE (NSF)	FURNITURE **(Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)**
Witness Security Office		
Private Staff Office	150	**Movable:** Desk, secondary work surface, swivel armchair, guest chair (2), CRT & printer stations, bookshelves
Witness Security Sallyport	50	
Interview Room	120	**Movable:** Conference table, conference chair (4)
Storage Room	100	**Built-in:** 12" deep shelves on three walls
Other Administrative Areas		
Conference/ Training Room	200 + 15/ person	**Movable:** Conference table, conference chairs (no. varies)
Squad Room	300 + 75/ deputy	**Movable:** Desks, swivel armchairs
Task Force Room	700-1,000	**Movable:** Furnished per requirements of specific user group
File Room	100 + site specific	**Movable:** Filing cabinets, safe
Supplies Storage	150 min	**Built-in:** Shelves for supplies
Evidence Storage Room: Small Large	 100 150	**Built-in:** Hollow metal door
Weapons Vault	100	**Built-in:** Class "V" vault door, special cabinets/shelves weapons racks
Copier Area	low vol-50 med vol-80 hi vol-123	**Movable:** Work table, supply cabinet
Facsimile Machine Area	10	**Movable:** Machine stand
Shredder Area	25	**Movable:** Machine stand, receptacle
Staff Break Room/Galley	10/staff 100 min + 40 galley	**Built-in:** Counter, sink, cabinets above and below **Movable:** Accommodation for refrigerator & microwave oven, tables, chairs
Staff Toilets, Male/Female	Per code	**Built-in:** WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, mirror
Service Training Areas: Fitness in Total (FIT) Program: Exercise Training Room		**Movable:** Accommodation for exercise/training equipment

Table 2.8
U.S. Marshals Service: Office and Secured Facilities Space and Furniture
(Continued)

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
Other Administrative Areas (cont'd)		
Locker Rooms, Male/Female	100 min + 2/locker	**Movable:** 1/2-height lockers, benches
Showers, Male/Female	50	**Built-in:** Shower stall w/door or curtain, towel rack, bench, clothes hook
Indoor Pistol Range: Headquarters Large-Medium Location	2,580 1,550	Special design
BUILDING SECURITY		
Security Screening Point	200/station	**Built-in:** Security systems console **Movable:** Desk, chairs, package inspection counter, metal detector, x-ray machine
Equipment Storage	100 min	**Built-in:** Shelving of varying depth
CSO Locker Room Male/Female	2 @ 100 min + 2/locker	**Movable:** 1/2-height lockers, benches
CENTRAL CELLBLOCK		
Vehicular Sallyport	Van: 600 Bus: 950	
Walk-Thru Sallyport	150	
Gunlocker	15	
Controlled Circulation Area	Varies w/no. of cells; min. 5' wide corridor	
Control/Communications Center	200	**Built-in:** Control/communications console(s) **Movable:** Swivel armchairs
General Processing: Photo I.D. Area	Incl. w/ fingerprint	**Movable:** Photo equipment, backdrop
Fingerprinting Area	150	**Built-in:** Counter, sink, cabinets below, paper towel dispenser/disposal
Detention Cells: Male/female/juvenile/ isolation	150	**Built-in:** Penal combination WC/WB, modesty screen, benches
Galley	20	**Built-in:** Counter, sink, cabinets above and below **Movable:** Accommodation for refrigerator & microwave oven

Table 2.8
U.S. Marshals Service: Office and Secured Facilities Space and Furniture (Continued)

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
CENTRAL CELLBLOCK (cont'd)		
Prisoner Shower	60	**Built-in:** Shower stall w/modesty screen, detention-type shower head, towel hook, clothes hook
Secure Interview Room:		
Single	75	**Built-in:** Detention-type work surfaces & stools
Group	150	
Attorney Entry Counter Area	50	**Built-in:** Stand-up counter with ballistic-resistant design
Attorney Entry Reception Area	100	**Movable:** Seating
COURTROOM HOLDING FACILITY		
Secure Elevator/Stair	As Required	
Controlled Circulation (Sallyport)	Min. 5' wide corridor	
Holding Cell, Group	2 @ 90	**Built-in:** Penal combination WC/WB, detention-type bench
Courtroom Soundlock	2 @ 40	
CIRCUIT COURT INSPECTOR		
Inspector Private Office	150	**Movable:** Desk, secondary work surface, swivel armchair, guest chair (2), bookshelves, CRT & printer stations
Clerical Work Area	100	**Movable:** Desk, secondary work surface, swivel chair, CRT and printer stations
Equipment Storage/Workstation	200	**Built-in:** Shelving of varying depths
Equipment Test Area	100	**Movable:** Work bench
SEIZED ASSETS UNIT		
Supervisor Private Office	200	**Movable:** Desk, secondary work surface, swivel armchair, guest chair (2), bookshelves, CRT and printer stations
Staff Private Office	150	**Movable:** Desk, secondary work surface, swivel armchair, guest chair (2), bookshelves, CRT and printer stations
Open Clerical Work Station	45-70	**Movable:** Desk, secondary work surface, swivel chair, CRT and printer stations
File Room	150 min	**Movable:** File cabinets, safe
Conference Room	300	**Movable:** Conference table with conference seating for 12-14
Machine/Supply Room	200 min	**Movable:** Shelving for storage of supplies, accommodation of copier, teletype, facsimile and shredder machines

Table 2.9
Court-Related Facilities
Space and Furniture

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
SHARED STAFF FACILITIES:		
Conference Room	25/person, 120 min	
Meeting/Training Room	25/person, 120 min	
Staff Lounge [1]	15 /person + 40 galley	
Staff Toilets [2]	As req'd., min. 2 @ 50	
CAFETERIA:		
Entry Lobby	100-200	
Food Service Area	5/person	
Cashier Station	45	
Dining Area	15/person	
Jurors' Dining Room	15/juror	
Judges' Dining Room	25/judge, min 200	
Kitchen	Varies w/number of meals to be served	
Office	150	
Bulk Dry Food Storage	Varies w/number of meals to be served	
Refrigerated Storage	Varies w/number of meals to be served	
Freezer Storage	Varies w/number of meals to be served	

Table 2.9
Court-Related Facilities Space and Furniture
(Continued)

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
CAFETERIA (cont'd):		
Supplies	Varies w/number of meals to be served	
Cafeteria Staff Toilet	As req'd., min. 1 @ 50	
OTHER SUPPORT AREAS:		
Vending Area	15/vending machine	
Exercise Room	400-500	
Locker Room	10/locker	
Shower	2 @ 35 min	
Toilet	2 @ 50 min	
Audio-Visual Control Room	200 min	
Audio-Visual Equipment Storage Area	150-200	
PARKING:		
Judges	provided at ratio of 1:1	
Executive	consult the rules of the appropriate authority	
Staff	consult the rules of the appropriate authority	
Marshal staff and agency vehicles	consult the rules of the appropriate authority	
Other agency vehicles	consult the rules of the appropriate authority	

Table 2.10
Building Support Facilities
Space and Furniture

SPACE	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)
DELIVERY, DISPOSAL AND STORAGE AREAS:		
Loading Dock	min 2 @ 300 ea.	
Temporary Storage	as req'd.	
Dock Master's Office	120	
Refuse Bay	min 1 @ 300 ea.	
Secure Refuse Bay	Size varies with size of buiding	
Bulk storage area	As req'd.	
Archival storage area	As req'd.	
Explosion-resistant mail/ parcel inspection	As req'd.	
MAINTENANCE STAFF AREAS:		
Supervisor Office	150	
Locker Room	10/locker, 60 min	
Break/Meeting Room	10/person + 40 galley	
Staff Toilet	As req'd., min 2 @ 50	
Maintenance Shop, Bulk Building Services	As req'd.	
Maintenance Shop, Equipment & Furniture	As req'd.	
Maintenance Shop, General Surplus Material	As req'd.	
EQUIPMENT ROOMS AND RISERS:		
Electric	As req'd.	
Telephone	As req'd.	
Data	As req'd.	
H.V.A.C.	As req'd.	
Elevator	As req'd.	
Fire	As req'd.	
Plumbing/Drainage	As req'd.	

Table 2.10
Building Support Facilities
Space and Furniture
(Continued)

SPACE	SIZE (NSF)	FURNITURE **(Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)**
OTHER AREAS:		
Public Toilets	Per code requirements	
Janitorial Closets	30/closet, min 1/floor	
Public Stairs	As req'd.	
Public Circulation Corridor	As req'd.	
Public Elevator Lobby	As req'd.	
Main Public Lobby	Size dependent upon building design	
Pay phones	15	

Architectural Considerations

Location and Adjacency of Major Spaces

Spaces Common to the Three Courts. The U.S. courts should be provided with adequate and suitable facilities to efficiently handle their judicial and administrative responsibilities. There are many similar and common elements within the three courts:

The public must enter the court building through a single controlled security screening point, staffed by deputy marshals or court security officers (CSOs). Staff entry into the building from parking areas also must be controlled through a separate screening point in the public lobby. Judges and others who require additional security must be able to enter the building without intersecting public circulation by a restricted lobby and dedicated elevator from a secure parking area.

A building service area, which includes maintenance offices, storage, and repair shops, requires direct restricted entry for its loading docks and access to all building offices by means of a freight elevator. Judiciary-related offices usually move inactive files, records, furniture, equipment, mail, and supplies through this area.

All areas generating heavy traffic, such as the Clerks' Office, the cafeteria, and any building services such as the loading dock, should be located on or adjacent to the main public entry level. If these functions are located on an upper floor, public elevators will become overloaded during peak periods, resulting in increased waiting time and security risk. While the Clerks' Offices of the three courts could be located on or adjacent to the main public entry floor, they should have convenient access to the courtrooms and judges' chambers suites within their respective courts.

For each court type, courtrooms, ancillary facilities, and judges' chambers should be arranged in a major grouping located on the upper floors above the Clerk's Office and Judiciary-related functions. With some exceptions, courtrooms, ancillary facilities, and judges' chambers should not be located on the main public entry level in order to minimize security risks. The regular use of these facilities is different and separate from the functions on the lower floors. The significance of separating circulation patterns on courtroom floors is usually greater than on lower floors with public-oriented functions. However, alternative locations of judges' chambers in relation to courtrooms are possible; for example, locating judges' chambers on a separate chambers floor. Alternative layouts for chambers suites other than those described in the *Guide* can also affect grouping of judges' chambers. These layouts are available from the Administrative Office of the U.S. Courts.

The court library should be located with access for judges, law clerks, and other court staff by means of a restricted staff corridor.

Judiciary-related offices and functions, such as the U.S. Probation Office and the Pre-Trial Services Office (U.S. District Court), which have fewer public visitors, should be located on office floors adjacent to the main public entry level, as the demands on that level usually far exceed the amount of net space available.

Parking spaces for judges and the U.S. Marshals Service (USMS) Office should be secure and within the court building; for example, access might be controlled by a computerized card system at the parking facility's entry level. If additional staff and visitors parking is provided within the court facility, secure judges' parking should be separate from staff and visitors parking.

The following is a discussion of the major spaces, groupings, and circulation in each of the three courts as described by the SRAC diagrams.

U.S. Court of Appeals. The function of the court of appeals is different from that of the district court, as the former does not deal with the jurors, witnesses, prisoners, and probation officers normally associated with the trial process. Consequently, the number of components of the court of appeals is smaller than that of the district court. The court of appeals needs only two circulation systems — public and restricted (private).

A major spatial grouping in the court of appeals consists of the courtroom, judges' conference and robing rooms, and judges' chambers suites. On oral argument days, the judges move from their chambers to the judges' conference room, then through the robing room on to the judges' bench in the courtroom. After oral arguments, the judges remove their robes in the robing room, meet in the conference room, and subsequently return to their chambers. Since the number of judges and courtrooms in most court of appeals locations is small the Clerk's Office can be located for convenience near the courtroom.and chambers.

The Office of the Staff Attorney assists judges in appeals cases and has little contact with the public. It should be located off the restricted corridor, adjacent to both the Clerk's Office and the court library with access to the judges' chambers.

U.S. District Court. The district court hears jury trials for both civil and criminal cases. This court requires three separate circulation patterns —public, restricted, and secure, due to the need for secure prisoner circulation.

Jury assembly facilities should be located on a main public entry floor, preferably close to the Clerk's Office but not as accessible to the public, and they should provide for convenient movement of jurors to and from courtrooms. Such a location minimizes the overloading of public elevators with large numbers of potential jurors during peak traffic periods. Alternative locations for jury assembly facilities are on an adjacent floor accessible by escalators to the main public entry level or on one of the main trial courtroom floors, with restricted access between the jury assembly facilities and the courtrooms on that floor and adequate and convenient elevator access to other courtroom floors.

Trial jury suites should be located near all trial courtrooms The suites are accessed through restricted circulation corridors, where the jurors are escorted by deputy U.S. marshals, CSOs, or other court staff to and from the courtroom.

The U.S. Probation Office requires proximity to the public entry into the building (after the security screening point), due to the type and number of probationers reporting to this office. If the Probation Office requires off-hours access for staff and clients, the most desirable location is on the main public entry level, with separate off-hours controlled access.

The Pre-Trial Services Office, which interviews criminal defendants and family members and recommends bail and release conditions, requires proximity to the public entry into the building (after the security screening point), with access to the USMS Office and magistrate judges' courtrooms with which it conducts most of its business.

The Federal Public Defender's preferable location is outside the courthouse. If contained within the courthouse, the Public Defender requires public access but to a lesser degree than other Judiciary-related offices with public counters. Inside or not, the Public Defenders Office should be distanced from the Office of the U.S. Attorney, due to their different roles in the legal process. The Office of the U.S. Attorney is part of the executive branch of the Government and is described in Chapter 13.

The grand jury suite should be located near a resident Office of the U.S. Attorney, since that office is responsible for presenting evidence to and obtaining indictments from the grand jury and for overseeing its proceedings. Grand jurors enter the suite through a control area supervised by the USMS. If necessary, a restricted elevator can be installed to move witnesses from a secure parking area directly into the grand jury suite.

The U.S. Marshals Service Office and central cell block should be located in contiguous space, allowing public access to the office area and restricting access to the secure prisoner central cell block and interview area. The U.S. Marshals Service Office and central cell block require secure access through a prisoners' vehicular sallyport and secure circulation from a secure parking area for the marshals. From the central cell block, prisoners are normally transferred by secure elevators to the courtroom floors; there, temporary prisoner holding cells and control and sallyport areas are located between each pair of trial courtrooms. The U.S. Marshals Service security screening point, which includes walk-through metal detectors, should be located on the ground floor at the main entrance to the courthouse. The Witness Security Office of the U.S. Marshals Service Office should not be located on the ground floor, top floor, or courtroom floor if this can be avoided, and should be in an interior space without windows. An exercise area for use by deputy U.S. marshals should be conveniently located in the U.S. marshals' area. Alternatively, a larger exercise facility to be shared by other offices in the court facility can be provided.

U.S. Bankruptcy Court. The bankruptcy court hears only civil cases. Like the court of appeals, it needs only two circulation systems — public and restricted (private). A limited number of jury trials might be held in the bankruptcy courtrooms, but this is rare and is expected to remain so. Where jury facilities are anticipated, they should be treated similarly to district court jury facilities.

Although the bankruptcy court Clerk's Office should be readily accessible to the public, the nature of bankruptcy proceedings requires that bankruptcy court clerks and staff have convenient access to the courtrooms, judges' chambers suites, the law library, and the Clerk's Office. The volume of paper moved between the Clerk's Office and the judges' chambers suites usually is greater in the bankruptcy court than in the district court.

Designing for Flexibility and Expansion

In addition to meeting the courts' criteria for spaces, a court facility should be designed to permit relocation, expansion and flexible movement of spaces. Three approaches to expansion and relocation are to be considered in the initial design of a court building:

Adjoining Sites. Adjoining sites can be set aside for expansion in conjunction with a design that anticipates adding on to the building. This approach is the simplest means of adding new groupings of courtrooms, judges' chambers suites, and ancillary facilities or of providing larger Judiciary-related office areas.

Convertible Spaces. Judiciary-related offices initially located in the courthouse can be located outside the courthouse to allow expansion of courtrooms, the Clerk's Office, or the court library. The vacated spaces can be converted into courtrooms and/or ancillary and support facilities. Major Judiciary-related office functions that least need to be adjacent to courtrooms include the U.S. Probation Office, the Pre-Trial Services Office, the Federal Public Defender, and the Office of the U.S. Attorney (executive branch). While it would be more convenient for them to be housed in the courthouse, it is possible for them to be housed in adjoining or nearby buildings in leased space.

Internal Expansion. Additional space can be provided within court and Judiciary-related spaces to accommodate future expansion, with the amount of space set aside based on growth projections.

For the last two approaches, the following design considerations apply:

- The creation of "structural zones" to accommodate present and future needs should be considered.
- Judiciary-related office areas set aside for future courtroom expansion should be initially constructed with a high bay structure.
- Floors capable of bearing the heavy loads required by the court library and library spaces in judges' chambers should be designed into other Judiciary-related office areas set aside for such future expansion.
- Judges' chambers and the court library spaces should be designed to accommodate heavier floor loads over most if not all of their allocated space to allow for expansion and flexible movement of book stacks during the life of the building.
- Alternatively, judges' chambers and court library spaces can be furnished with low book stacks, which require more floor area than high stacks but do not require floors capable of bearing heavier loads. Use of this alternative depends on site conditions and trade-offs between construction costs and operating costs of the spaces.
- Design should anticipate the location of future chambers and courtrooms so judges will be provided with restricted access contiguous with judicial restricted elevators or with other restricted garage access after expansion.
- Acoustical isolation of an area should be planned in the initial design to accommodate future offices requiring privacy from public areas but not confidential privacy within the offices. By forming these "zones of privacy," offices can be relocated with little concern for sound isolation between them and the public areas.

- The creation of "mechanical zones" to accommodate present and future off-hours needs and/or air-handling needs of expanded courtrooms and chambers should be considered.
- Design for expansion and movement of spaces should take into account relocation and reuse of work stations; partitions; heating, ventilating, and air-conditioning (HVAC) equipment and registers; lighting fixtures; electrical outlets; and communication systems.

Aesthetic Considerations

Federal court architecture should symbolize the Judiciary as a co-equal branch of Government. Courthouse design should reflect the seriousness of the judicial mandate and the dignity of the judicial system.

The scale of a courthouse should be monumental, and the materials used on its exterior durable. The spirit of the architecture should be impressive and inspiring.

The spirit of the exterior architecture should permeate the design of the major interior spaces, such as the main public spaces, courtrooms, judges' chambers, and clerk's office, and reflect in the finishes, built-in furniture, and fixtures provided in courts spaces.

Windows

Generally, courtrooms should be designed without windows. Efficient circulation on courtroom floors, especially the separation of public and restricted circulation, is more readily achieved by locating courtrooms in the interior of the building. Windowless courtrooms also enhance acoustics and security as described in later sections of this chapter. For exceptions, see Chapter 13.

All private office spaces should have windows. Open office areas should have visual access to windows.

Court Facility Population

Certain decisions, about the number of exits and toilet fixtures or the existence or size of a cafeteria, for example, are based on an assessment of the number of people a building serves at any given time. The following guidelines should be used to determine a court facility's population for such sizing purposes. Most building codes estimate the population, or occupant load, of a building by applying ratios of square feet per person that vary by building type. Application of such ratios to court facilities generally yields a population estimate far exceeding the actual population. This overestimation is primarily due to failure to adequately consider these two factors:

Some users of a court facility have different facilities requirements at different times of the day, and so are provided with duplicate spaces. For example, in a typical day, a single juror might occupy the jury assembly room, a jurors' lounge, a courtroom jury box, a trial jury room, a jurors' dining room, and other spaces; similarly, a judge might use a private chambers office, a judges' conference room, a judges' dining room, and a courtroom.

A typical U.S. District Court (U.S.D.C.) trial attracts a relatively small number of spectators (i.e., less than a dozen); however, as is stated elsewhere in the *Guide*, the average size of a jury panel largely determines the number of seats provided in the spectator area of a U.S.D.C. courtroom (i.e., 40 to 50). Thus, a simple count of the number of seats in a courtroom does not accurately yield the size of the spectator population.

Therefore, occupant load estimates for court facilities should take into account not only the different types of uses or occupancies to be accommodated but also the overlap of uses and local variations in public interest regarding a court's activities.

Furniture and Finishes

Requirements for furniture described in this section are in addition to those found in the Space and Furniture Tables elsewhere in this chapter.

Courtrooms

Furniture and finishes in the courtroom should reflect the seriousness of the judicial mandate and the dignity of the judicial system.

Built-in furniture and fixtures in courtrooms should be designed as integral parts of the courtroom's architectural design. The materials and colors should be consistent with the overall quality of that design.

Even though this *Guide* does not prescribe movable furniture for courtrooms and other spaces, movable furniture should be carefully coordinated with fixed furniture and fixtures throughout the courtroom. The quality of furniture and fixtures should reflect the aesthetics and dignity of the courtroom design.

Furniture and fixtures in courtrooms should be functionally and aesthetically designed so that all participants can see and hear one another clearly. The relative heights of furniture and the dimensions of worksurfaces for the judge, courtroom deputy clerk, witness, court reporter/recorder, jurors, attorneys, and litigants are critical to efficient courtroom operation.

The ceilings of courtrooms should be specially designed, configured, and articulated to accommodate the courtroom size and height, the requirements for acoustical treatment of surface materials, and the potential combination of different light sources. Because courtroom ceilings are so high, the articulation of ceiling elements including lighting fixtures can be more pronounced than in spaces with lower ceilings.

Colors and materials used on ceilings, walls, and floors should be carefully coordinated within the interior design of the courtroom, particularly its acoustical requirements.

Wall finishes in courtrooms should be durable and low maintenance. Since wood is typically used in a courtroom, the use of wood or any other material should be accompanied by careful acoustical design.

The wall surfaces around the judicial area of the courtroom, particularly those behind the judge's bench, the witness box, and the jury box, should be sound reflective; those surrounding the public spectator area should be selected and placed to provide the proper amount of sound absorption to assure adequate sound distribution.

The floor of the courtroom should be finished in sound-absorptive materials, such as carpet. Such materials not only absorb air-borne sound from the judicial area but also minimize impact sound generated by people walking in and out of the public spectator area.

The acoustical performance of a courtroom depends on all its surface finishes. Acoustical design should address this interaction.

Judges' Chambers Suites

The finishes in judges' chambers should reflect the design quality of the courtroom; chambers should be viewed as an extension of the courtroom.

Fixed or built-in furniture such as bookshelves and worksurfaces within a judge's private chambers should have similar design quality as the courtroom interiors. Movable furniture can be a combination of court and privately owned pieces.

Furniture and fixtures in the offices of a judge's support staff, including the secretary and law clerk, should be coordinated to reflect the color and materials used throughout the judge's chambers suite, although not usually designed to the same quality as those in the judge's private chambers.

Due to the need for a quiet work environment within the judge's chambers, all ceilings and floor surfaces should be finished with sound-absorptive materials (e.g., acoustic tile on the ceilings and carpet on the floors); wall surfaces can be somewhat more sound reflective. Wood-panelled walls and wood wainscoting around the lower portion of the wall are common features.

The degree of acoustical privacy required in chambers, conference rooms, and support offices should be considered in the selection of wall construction and finishes.

Trial Jury Suites

The color and materials used to finish the trial jury suite should provide the calm and pleasant atmosphere which can accommodate potentially lengthy jury deliberation.

The design and colors of the display unit should be carefully coordinated with the furniture and finishes of the trial jury suite.

Special consideration should be given to the design of the entrance soundlock. The soundlock should block all sound between the jury suite and adjacent spaces. Toilets should be located off the entrance soundlock or be provided with a separate soundlock. Soundlocks should have sound-absorptive materials on their floor and ceiling, and their two doors should be adequately sealed to minimize sound transmission in both directions.

The degree of acoustical privacy required in the trial jury suite should be considered in the selection of wall construction and finishes. The floor and ceiling of the trial jury suite should be finished with sound-absorptive materials.

Grand Jury Suite

Colors and materials used on ceilings, walls, and floors and built-in furniture of the grand jury room should be carefully coordinated similar to the overall interior design of the courtroom, particularly in regard to acoustical requirements.

The degree of acoustical privacy required in the grand jury suite should be considered in the selection of wall construction and finishes.

Court Library

Furniture and finishes should provide the calm and pleasant atmosphere which can accommodate potentially lengthy research by judges, law clerks, and other users.

Color and materials used on ceilings, walls, and floors should be carefully coordinated within the overall interior design of the facility, particularly its acoustical requirements.

Public Lobby

Finishes should be monumental, and the materials used durable and low maintenance. The interior architecture should be impressive and inspiring.

All Other Spaces

Except as noted in the tables in Chapters 3 through 12 standard-grade finishes should be provided, as described by PBS P 3430.1A.

The degree of acoustical privacy required in Judiciary-related offices should be considered in the selection of wall construction and finishes.

Courthouse Security

Agency Responsibilities

Since security considerations are essential to the basic design of courthouses, it is critical that the A/E team consider the security implications of all design solutions.

By law, the United States Marshals Service (USMS) is responsible for the security of the Judiciary and the judicial process. This includes the protection of judges, witnesses, jurors, and prisoners who might be defendants or witnesses in a trial. Deputy U.S. marshals (DUSMs) are present in all trials where prisoners are produced as defendants or witnesses, and they might be present in other trials, depending on the nature of those trials. When judges are threatened, the USMS can provide a 24-hour protection detail for the judge and family members.

The USMS employs court security officers (CSOs) as contract employees, primarily to provide security for court spaces. While in a courthouse, CSOs are deputized and have the same authority as deputy U.S. marshals, but they do not guard prisoners. All CSOs have prior training and experience as sworn police officers; normally they are used to screen all persons entering the courthouse for weapons, contraband, and other materials prohibited in the courthouse and to respond to duress alarms from courtrooms and other court offices. On occasion, they are used in a court proceeding to supplement or replace the DUSMs.

The Administrative Services Division of the USMS is responsible for design considerations pertinent to the security of prisoner movement, holding cell and interview facility requirements, and the office and support space occupied by the USMS. The Administrative Services Division also is responsible for overseeing the design of security systems within USMS spaces.

The Court Security Division of the USMS is responsible for the security of the Judiciary, including judges, judges' staffs, clerks, probation officers, pre-trial service officers, librarians, public defenders, staff attorneys, circuit and district executives, and the other members of the court family; it does not protect the U.S. attorney or bankruptcy trustees, who are part of the executive branch. The Court Security Division also acts as the security engineer for court buildings, where appropriate, designing and integrating security systems for building perimeters as required by the General Services Administration (GSA).

GSA is responsible for the security of all Federal buildings, including court facilities or buildings. GSA sometimes installs intrusion-detection systems in Federal buildings, with remote monitoring by a regional communication center. The GSA building manager typically is responsible for building access systems (i.e., locks, keys, card readers, and the integrity of door hardware) and for parking protection and lighting. While the USMS is responsible to the Judiciary for the personal security of judges and court staff, GSA is responsible for the protection of the courthouse and its contents. The local marshal assists the Judiciary in coordinating building security requirements with the GSA building manager. Where the building is totally or almost exclusively devoted to court operations, GSA might relinquish some of its building security functions to the USMS.

Security Concepts

Courthouse security systems can be divided into perimeter security and interior security. Perimeter security includes considerations of site location, parking, lighting, access control at building entrances, and intrusion detection/alarm systems. Interior security includes personnel security, security of property and documents, access control to interior spaces, personnel movement and circulation controls, security aspects of spatial arrangements, and coordination between security and fire safety requirements.

Optimal courthouse security is a fine balance between architectural solutions (e.g., separation of circulation systems), allocation of security personnel (e.g., security search, prisoner security and personnel safety, and building security), and installation of security systems and equipment (e.g., walk-through metal detectors and control stations). Basic architectural solutions to security problems are an integral part of planning and design for the courthouse. Separation of public, restricted, and secure circulation patterns and provision of prisoner control, holding, and interview facilities adjacent to trial courtrooms are basic, essential architectural security design elements. The two elements have a significant impact on the need for security personnel and on the type and degree of system and equipment required to provide an acceptable level of security for the courthouse.

The primary purpose of security equipment is to effectively enhance a security force. Security equipment can reduce the number of security personnel required; however, it is not intended to replace personnel after installation is completed. The cost of architectural solutions as well as the initial installation, operation, and maintenance costs of security systems and equipment incorporated during planning and design in most instances would be relatively small compared with personnel costs over the anticipated life of the systems and equipment. However, no amount of security equipment and personnel can effectively secure a building that has been designed with poor architectural security.

Lastly, because security systems are dependent on the building's electrical supply, maintaining that supply is critical to maintaining building security. Accordingly, the following design restrictions apply.

The power supply and grounding systems serving the security systems and equipment must be obtained from a clean, regulated, and phase-balanced power source and be connected to a separate dedicated grounding system.

To maintain security in the event of a power failure, all security systems must be connected to the building's emergency power system. Such systems provide emergency lighting in the courtrooms, judges' chambers, judges' conference room, jury facilities, restricted and secure circulation areas, the USMS Office, and all electronic security systems and equipment.

With these key concepts in mind, the following sections discuss specific aspects of courthouse security, both inside and outside the courthouse itself.

Perimeter Security

Perimeter security involves the protection of the exterior spaces surrounding the courthouse. Judges, protected witnesses, and court facility staff are particularly vulnerable as they enter and leave the building.

Location. While inner-city areas offer the advantage of convenient access to transportation and other benefits, locating a courthouse there must be weighed against potential harm to employee morale and personal safety. (See Chapter 14 for a discussion of courthouses located in high crime areas.)

Parking. Secure parking must be provided for all judges. Preferably, judges' parking should be located in a totally enclosed area under the building or, at minimum, in a fenced area with a guard or electronic gate access system. Closed circuit television (CCTV) systems should be provided to monitor access to secure parking areas.

Separate restricted elevator access from the secure parking area by a secure lobby to restricted court spaces should be provided for judges and key personnel. Elevators should be controlled with a card reader or similar system.

If additional parking is available in a secure garage or parking lot, such parking can be made available to key court personnel at the discretion of the chief judge. However, the situation can cause conflict with the use of restricted exists/elevators from the parking area to spaces in the courthouse. Whenever possible, court employee parking areas should be fenced and provided with access controls similar to those provided for judges' parking. This is particularly critical where public transportation is limited and off-site parking unsecure. Employees can enter the building through the public entrance or a separate employee's entrance in the public lobby. Where a parking lot guard is provided, vehicular deliveries can be channelled past the guard post for screening.

Secure parking must be provided for USMS prisoner vehicles, including a sallyport with roll-down door within the USMS parking area for the loading and unloading of prisoners and protected witnesses. U.S. Marshals should enter the USMS Office through a restricted elevator or entry. A separate secure elevator to the USMS Office should be provided in the sallyport for U.S. marshals and prisoners.

Lighting. Sufficient illumination is critical to the safety of the public and employees outside the courthouse. Full illumination should be provided for areas between cars and around bushes and shrubs that could be used as hiding places. Higher levels of illumination are required at gates and doors, where security personnel are required to recognize individuals.

Landscaping. Special attention must be given to the location and configuration of vegetation outside the building, particularly at parking and building entrances. Bushes adjacent to entrances should be small and low so they cannot be used as hiding places.

Building Entrances. Only one primary public entrance should be provided, with a lobby large enough to handle visitors expected during peak periods. A secure entrance(s) should be provided from the restricted judges' and staff parking areas. In large courthouses, a side or rear entrance can be established for employees, opening into a passageway leading directly to the public lobby.

Each active public entrance requires the presence of security personnel. Electronic door access controls should be provided at non-public entrances; an intercom should be installed at such entrances to alert security to the arrival of a handicapped person requiring assistance.

Intercom and CCTV systems must be installed at unattended loading docks to alert security to the arrival of delivery trucks. Provisions must be made so this equipment can be monitored at the CSO's station in the lobby or at the USMS communications room.

Intrusion Detection Systems. A basic intrusion-detection system covering all perimeter doors should be installed in the courthouse, monitored by GSA or by CSOs on-site or off-site on a 24-hour basis. Depending on the nature of the threat, ground floor or accessible windows should be protected with glass break detectors or other types of sensor technology. All ground floor or accessible windows should be sealed and, except for those windows with bullet-resistant glazing, covered with shatter-resistant window film on their interior face. Motion detectors for exterior windows are normally not recommended; however, for historic exterior windows and the like, motion detectors can be used in lieu of more aesthetically intrusive forms of security should a security analysis for that location dictate.

Interior Security

Interior security involves the protection of personnel, property and documents, and private conversations within courthouses.

Personnel Security. The primary emphasis of all security systems is the protection of the Judiciary. Inside the courthouse, this is accomplished through the strategic placement of duress alarm devices in areas where problems are likely to occur, such as courtrooms, judges' chambers suites, and Judiciary-related offices such as the U.S. Probation Office, Clerks' Offices, and the court library, and the use of entry-control systems (CCTV cameras, monitors, intercoms, door strikes, etc.) to facilitate screening of persons desiring to see a judge. CSOs and USMS personnel respond to duress alarms, which are interconnected to a central security office in the USMS Office. Security of judges in courtrooms is enhanced by the installation of bullet-resistant shielding incorporated into the judges' benches.

Security of Property and Documents. Normally, protection of property and documents is the responsibility of GSA, which installs building security and locking systems. Interior intrusion alarm systems should be installed in any safe or vault room in the Clerk's Office, USMS office, and other offices. Motion detectors should be installed in any secure rooms that have breakable partitions. Interior intrusion alarms and motion detectors should be incorporated either into the USMS duress alarm system or into GSA's perimeter intrusion-detection system. In some cases, these two systems can be combined and report off-site to more than one location.

Security of Confidential Conversations. Without proper prevention, sound systems installed in spaces such as grand jury rooms and judges' chambers can be used to eavesdrop on conversations that must be kept private. All sound system wiring in such areas must be kept within the protected, secure space. Wiring that must leave the space must be in conduit and terminate in a locked junction box.

Building Access Control. Where the courts occupy all or most of the building, the USMS normally establishes security screening points at selected building entrances. CSOs screen for weapons and other materials prohibited in the courthouse by having the public walk through metal detectors and by processing bags through x-ray screening equipment. The presence of armed security officers and screening devices tend to deter persons with criminal intent, thus increasing the personal security of court staff. Due to the cost of staffing and equipping security screening posts, the number of public entrances should be held to an absolute minimum, preferably to a single public entrance. Employee entrances should open into passageways leading directly into the public lobby, where CSOs can check credentials. Other monitoring locations are required for delivery entrances. Where traffic volume is small, video surveillance might be adequate, with CSOs responding to activated door alarms.

Personnel Movement and Circulation Controls. An essential element of security design for courthouses is the physical separation of judges, prisoners, and the public (including attorneys, witnesses, jurors, media and spectators). No parties should meet until they are in the courtroom during formal court proceedings.

Building design should allow judges to go from the secure parking area to their chambers/offices and move between chambers, courtrooms, and other spaces through restricted access corridors and between floors on restricted access elevators without moving through or crossing public spaces or secure prisoner corridors.

Similarly, building design should allow the USMS to move prisoners from the sallyport into the central holding facilities and to the holding cells adjacent to trial courtrooms without going through public or restricted spaces.

Security Aspects of Spatial Arrangements. Since windows are a security hazard, courtrooms should occupy inner building spaces without windows. Judges' chambers should be above the ground floor. If judges' chambers are located on the ground floor, bullet-resistant (for a high-powered rifle) window glazing is required. Heavily trafficked Clerks' Offices should be located on the main public entry floor. The USMS Office must be in the same building as the U.S. District Court to ensure the secure movement of prisoners.

Security of Spatial Groupings and Individual Spaces. In spatial groupings such as judges' chambers and the USMS Office, where security of personnel, property, and conversation is required, enclosing partitions should run from structural floor to structural floor.

Access doors to secure spatial groupings or individual spaces should be solid core.

Security and Fire Safety

Security and fire safety are complementary and conflicting systems — they must be examined closely to ensure one does not defeat the other. Even though a security design must ensure protection of the Judiciary, fire safety cannot be ignored.

Fire Codes and Standards. Good fire protection practices are prescribed by the standards found in model national building, fire,and electrical codes. Unfortunately, fire safety standards can run counter to good security practice. To coordinate security and fire prevention measures, the design team should consult with both the U.S. Marshals Service and GSA.

Controlled Fire Exits. The required number of fire exit doors to the exterior should be located in the public entrance area under surveillance by court security personnel. Fire rated exit corridors and stairs should be designed to empty into the public area where the fire exit doors are located. The public area itself also should be designed to be rated as an exit corridor.

Fire doors in the lobby not used for the public entrance should be self-locking and alarmed with a local alarm or a remote alarm at the CSO's station. Provision should be made for the installation of a CCTV camera monitored at the CSO station. Where permissible and as per code, fire exits can be equipped with magnetic locks or electric strikes connected to an alarm/time delay mechanism or to the fire alarm/sprinkler system.

Remote Exits. Remote exits, even for sole use by employees, are not recommended from both security and fire safety standpoints. Panic hardware installed at a remote exit can allow a seemingly harmless visitor to a courthouse to open the exit for an armed intruder. If a remote exit is unavoidable, it should be self-locking from the outside and provided on the inside with alarmed panic hardware monitored at the CSO station. At any remote exit, provision should be made for the installation of a CCTV camera monitored at the CSO station. Where permissible and as per code, remote exits can be equipped with magnetic locks or electric strikes connected to an alarm/time delay mechanism or to the fire alarm/sprinkler system.

Judges' Elevators. Particular attention should be paid to the control of the judges' elevators. For reasons of security, during a fire alarm or smoke alarm, the elevators' terminal landing might be the floor on which the USMS is located, rather than the lobby floor.

Acoustical Considerations

The following acoustical considerations apply to specialized spaces found in court facilities, including courtrooms, judges' chambers, ancillary courtroom facilities, jury facilities, court libraries, prisoner facilities, and Judiciary-related offices requiring special acoustical treatment.

Two competing factors — speech intelligibility and privacy — determine the acoustical effectiveness of specialized spaces in a courthouse. Speech intelligibility is a measure of the ability of a listener in the room to understand what is being said; privacy is the measure of confidentiality of speech. Most important is that each of these factors represents a synthesis of many acoustical parameters than can be predicted in the initial design of a space. For example, the ability of the parties to a judicial proceeding to hear and to understand what is being said can be predicted before the space is constructed.

The purpose of this section is to help judges and judicial personnel understand the acoustical design process and to provide them with a method of evaluating the compromises that naturally must be made during the design phase. The section is intended to facilitate discussion between the Judiciary and the architect/engineer during that phase.

Speech Intelligibility

Two primary factors contribute to excellent acoustics in a courtroom. The first is the level of background sound, which should be sufficiently low as to not interfere with the sound of the proceedings. The second is reflection, in which the sounds from the proceedings are sufficiently reinforced by the interior room surfaces such that adequate sound reaches every seat in the courtroom.

Ambient noise is produced by several predictable sources. Most common is the movement of air for heating or cooling the room. Air movement produces noise when the air comes into contact with an object in its path; if the object has a sharp edge, the turbulence created causes noise. Common examples of such objects are the diffusers through which air passes into the courtroom and sharp turns in air supply ducts. Other common sources of noise include fans in the HVAC system itself and the activity of people inside and outside the courtroom.

Reflections from room surfaces can be advantageous; however, if the time between the arrival of the direct sound and the arrival of any reflected sound is too long, the late reflection is heard separately, and the echo degrades intelligibility. Reflections are measured in terms of the time it takes for sound to subside in a room; this measure is known as the "reverberation time" of the room. Reverberation times can differ in different parts of a large room.

Measures of Intelligibility. These factors contribute variously to the intelligibility of speech. Several metrics have been developed in pursuit of a single number to quantitatively represent speech intelligibility. Primary among these are the Articulation Index and the Speech Transmission Index; both metrics are based on measures of a speech-to-noise ratio and reverberation time in several bands of sound frequencies.

Certain frequencies, or sound pitches, are more important to understanding speech than are others, which is why acoustical measurements are typically made in bands of frequencies (octave bands). The metrics used to describe speech intelligibility emphasize certain frequency bands and de-emphasize others. Measurement of ambient noise in all the bands and reverberation time in intelligibility bands is a complex, time-consuming task. Instruments, developed specifically for this purpose, rapidly produce a measure of intelligibility called the Rapid Speech Transmission Index or RASTI. Armed with knowledge of the effect of different materials used for walls, ceilings, floors, and furniture, the acoustician can design a space to meet required RASTI values for an effective courtroom.

Privacy

Assuring the confidentiality of discussions also lends itself to quantification. In contrast to the techniques for enhancing of speech intelligibility, which strive to augment the sound in a room, privacy techniques aim to keep sound from travelling from one space to another. One common measure of privacy is the articulation index (AI). If the AI is low, then privacy is good; if it is high, then privacy is poor.

An environment can be designed to provide one of four levels of acoustical privacy: inaudible, confidential, normal, and minimal. Inaudible privacy is just that — no sound whatsoever travels from the space. When confidential privacy is achieved, sound can be detected but it is impossible to understand what is being said. With normal privacy, eavesdropping is required to understand what is being said in adjacent areas. Minimal privacy provides some control of distracting noise and is the privacy level found in open areas such as clerical pools.

Several factors affect privacy and can be taken into consideration during design:

- The sound level inside the room is a major factor governing privacy. It determines the noise reduction that an intervening wall must provide to assure that conversations are not heard outside the space. Privacy can be enhanced by increasing the noise level in the receiving room or by decreasing the speech level that intrudes on the receiving room from the other side of the wall.
- To assure that the noise level is sufficient for the required level of privacy, a sound-masking system can be installed outside sensitive spaces.
- Wall construction can be specified to provide a predetermined amount of noise reduction.
- Less-critical structures can be placed between the sound source and the receiving room. These structures are normally storage areas, less-critical offices, or other semi-public spaces.
- Because traffic circulation adjacent to a space affects the type of construction necessary to ensure privacy, in certain cases, a sensitive space should be located away from traffic circulation.

- Generally, most acoustical decisions require a trade-off between cost, speech privacy, and speech intelligibility. These compromises can be anticipated and factored into the cost and performance of the project. For example, construction of walls for a room with inaudible privacy generally requires the selection of multi-leaf partitions with careful seals at the structural floor and slab above. Less expensive construction, if selected, will degrade the required level of privacy.

Courtroom and Grand Jury Room Design

Good acoustical performance in courtrooms and grand jury rooms is best achieved when the architecture anticipates the acoustical requirements for speech intelligibility and privacy during design. It is less desirable to achieve a high degree of intelligibility using high-tech sound systems than it is to architecturally design an excellent acoustical environment. The final acoustical result depends on how well the design professional understands the effects of construction and interior finish choices and the correlation between the acoustical requirements and the architectural details.

In courtrooms and grand jury rooms, it is important that all parties adequately understand what is being discussed and presented. The following concepts are key to that understanding.

A requirement for high speech intelligibility throughout the space determines how much mechanical HVAC system noise and which room surface finishes will be allowed, and how much extraneous environmental noise is excluded.

Each participant should have the opportunity to confer privately while in the courtroom; therefore, the requirement of high speech intelligibility must be balanced against the required acoustical privacy.

The acoustics in courtrooms and grand jury rooms should be appropriate for the recording of speech at several different locations. The acoustical requirements for this type of recording also must be compatible with the requirements for intelligibility and privacy.

The security of discussions between court personnel, conversations between attorneys and their clients, and jury deliberations must be protected. Inadvertent sound transmission from one space to another can compromise the judicial process.

For courtrooms located on the periphery of the building, provision should be made for adequately excluding exterior noise coming in through the facade or through windows.

Increased public traffic can require greater noise isolation between public spaces and the courtroom. A small change in traffic diversity can greatly increase traffic noise levels.

Any ballasted light sources providing higher lighting levels, should be carefully selected and placed to minimize the ballast noise. Dimming such lights should not increase noise levels.

Microphones should be placed and the sound mixed properly so that an automated audio record of the trial proceedings is of sufficient quality to serve as an archive of the proceedings.

If HVAC systems incorporate high pressure/high velocity flow and untreated variable air volume (VAV) boxes, the boxes should be placed where their noise does not compromise speech intelligibility. Diffusers should be selected to ensure a quiet environment. Appropriate reduction of noise between the VAV box and the diffuser should also be incorporated into the design. However, where speech privacy is desired, the noise produced by the VAV box can be used to mask speech.

Office Design

For the level of privacy required in office spaces, see the specific design guidelines in Chapters 3 through 12. In general the following should be considered.

Increased caseloads in the courts and expanded hours of court operations place more administrative staff and public in a given area. Increased public traffic can require greater noise isolation between public spaces and offices. A small change in traffic diversity can in greatly increase traffic noise levels.

Increased numbers of people and their equipment in the administrative offices can further increase office noise. This should be controlled by appropriately placing noise-producing equipment in separate spaces acoustically isolated from the office workstations and can require additional isolation between workstations.

The proliferation of office automation equipment can increase ambient noise levels. Cooling fans and impact printers are a major source of noise in some offices. Any equipment that contains a cooling fan can generate sufficient noise to compromise speech intelligibility for users close to the device. Appropriate isolation of such equipment can be required.

For other acoustical requirements for offices, refer to PBS P 3430.1A.

Other Spaces

For other spaces in the courthouse, except as noted in Chapter 3 through 12, refer to the acoustical requirements in PBS P 3430.1A.

Mechanical-Electrical Systems

The Federal court facilities, in certain instances, require specialized applications of heating, ventilating, and air conditioning (HVAC); electrical; and lighting systems that exceed the criteria described in PBS P 3430.1A. Courtrooms, judges' chambers, ancillary courtroom facilities, jury facilities, court libraries, prisoner facilities and certain Judiciary-related offices in particular have unique mechanical-electrical requirements.

The Federal court system is likely to continue to experience dramatic increases in the judicial workload and the demand for new technology. To meet these demands, courts need to be housed in facilities that are flexible, adaptable to new technology, and energy efficient. The following general design guidelines are recommended.

HVAC Systems

Systems serving courtrooms, judges' chambers, ancillary courtroom facilities and jury facilities should be variable air volume (VAV) systems.

Flexibility of control should be a fundamental element of HVAC design, figuring prominently in the selection of the size of air-handling systems, the areas served by the individual units, and the type of control system.

Provisions must be made for an independent HVAC plant to serve the reduced loads associated with off-hours operation. In particular, courtrooms and judges' chambers are in use in the evenings and on weekends; the USMS's security and communications room is in constant use and its computer rooms require a constant indoor climate; oftentimes the Clerk's Office operates on flex-time (e.g., 6:00 AM to 9:00 PM); and the U.S. Probation Office can have early morning and late evening hours. Inefficient means of serving off-hours loads should be avoided. For example, where a court building is served by separate interior and perimeter systems, off-hours or partial load operations are costly, since much of the building and its central mechanical plant must operate to provide minimum comfort conditions.

The temperature and humidity ranges in the specific design guidelines in Chapters 3 through 12 are flexible and indicate preferred ranges. The humidity criteria are intended to apply when a courtroom is in session and the VAV boxes are fully open; it is expected that humidity will vary considerably as air quantities are reduced. Spaces to be humidified should be served by humidification equipment controlled at the central supply air unit. Winter humidification should be provided in court facilities where the degree days exceed 1,500. The controls should be designed to shut down the humidification system during off-hours operation, even though the fan serving humidified spaces might still be operating at its minimum load setting. The humidification system should remain on whenever the courtrooms, judges' chambers, trial jury rooms, ancillary facilities and other spaces are occupied.

Direct digital controls (DDC) should be provided to control the individual mechanical systems, and they should be interconnected so they can be monitored and controlled from a central location.

To control noise during all modes of operation and for all loading conditions, the system should be provided with one or more of the following: acoustical lining in duct work; low-velocity, low-static-pressure fan systems; variable speed drives with VAV systems; special low-noise diffusers; and sound traps. An acoustical consultant should review the system to determine whether any of these techniques is necessary.

If air is returned by the ceiling plenum, special attention should be given to the location of any partitions extending to the floor structure above and to the acoustical treatment of the required penetration of these partitions for return air.

Electrical Systems

The electrical capacity provided for the court facility should be adequate to meet the total connected load requirements plus another 25 percent for future load growth.

The perimeter and interior security systems and their components, and the power supply to service these systems, should be designed to provide the highest degree of reliability and protection from electrical interruptions.

Sufficient electrical capacity, electrical supply quality, space, and raceway flexibility should be provided to accommodate the communication, electronic data processing, retrieval, and transmission equipment; personal computers and information systems network; video and audio systems; electronic security systems; and sophisticated office equipment increasingly required in the courts.

A special electrical distribution system, consisting of a computer power center, a battery invertor, or in special cases an uninterrupted power supply (UPS) system, with associated branch circuit distribution equipment, should be designed to service the entire security system, data network system (local and general area networks) and any other equipment requiring an interruption-free electrical supply. This system should be connected to the emergency power distribution system.

In addition to the building grounding system prescribed by the National Electrical Code (NEC), separately derived grounding systems should be designed and dedicated to the outlets, devices, and equipment of the security systems. Another separately derived grounding system should be dedicated to the computer systems, including local and general area networks. The size of the neutral conductor serving equipment having non-linear loads can be as large as 1.73 times that of the phase conductor.

Adequate power outlets, using quadriplex receptacles, should be provided at workstations throughout the judges' chambers suites and other Judiciary-related offices to accommodate a wide variety of automated and regular office equipment. These outlets shall be in addition to the outlets prescribed by the National Electrical Code.

Where codes permit, only wall and flush-mounted floor power outlets should be provided. Power outlets for housekeeping should be provided in all public, restricted, and secure corridors. All receptacles should be premium industrial grade.

Lighting Control

Electronic ballasts for fluorescent lamps should be applied with caution, especially near sensitive security devices.

Courtroom Design

Courtrooms should be designed to provide suitable internal environments, including proper temperature, humidity, lighting, and acoustics.

The HVAC system should be able to adequately handle a high occupancy load in courtrooms and to respond quickly to sudden changes in load demands, without discomfort to the occupants and without generating noise exceeding the design criteria.

Each courtroom should be provided with an air-handling system designed and controlled to function also as a smoke purge system. The smoke purge mode should be activated either manually or by automatic smoke detectors located in the courtroom. If this cannot be accomplished economically, a separate smoke purge system must be provided for each courtroom.

In addition to outlets at courtroom stations such as the judge's bench and the court reporter/recorder station, the floor and walls of the courtroom well should have sufficient outlets to provide for a wide variety of computer equipment and audiovisual equipment.

Mechanical-electrical systems in courtrooms should anticipate relocations of the judge's bench to center, off-center, and corner positions.

The design of the electrical system, the lighting and control system, and the HVAC system should anticipate future videotaping, remote audio and video monitoring, and televising of court proceedings.

Energy-efficient high-intensity discharge (metal halide) lamps should be considered as a supplement to fluorescent lights; however, ballast noise generated by metal halide units must be controlled. Incandescent light sources should be considered for highlighting special areas, such as the judge's bench, the witness box, and attorneys, and litigants' tables.

Lighting levels should take into account courtroom finishes. Underlighting of courtrooms is unacceptable; for example, lighting a courtroom finished in dark wood using indirect lighting from highly inefficient fluorescent light will produce underlighting.

Control of lighting is the responsibility of the courtroom deputy clerk or another designated court officer and should be operated with a key; light switches should not be accessible from the spectator seating area or witness box. The controls should allow varying levels of light to suit the needs and desires of the courtroom participants.

Battery/invertor-powered emergency lighting connected to the generator should be installed in courtrooms to provide instant illumination in the event of a power failure. Lighting should be connected so that a drop in power to the room lighting circuit activates the emergency lights.

Automation Considerations

Most of the equipment found in the courts, such as telephones, modems, copiers, and facsimile machines, is similar to that used in other Government and business organizations. The Federal courts also use several technologies specifically modified and adopted for judicial purposes, such as court reporting and court computer services. Some technical services (e.g., those requiring computer terminals, personal computers, computer networks) are scattered throughout the court facility; others (e.g., court reporting and computer-assisted legal research) typically are concentrated in one or two specific locations within the courthouse.

Since automation technology constantly changes, any installation should be flexible. In the past, the installation of modern office technologies usually has required major renovations and expenditures. More efficient architectural planning, programming, and design should mean that these court technologies can be more easily installed and modified, while substantially reducing the costs of equipment installation and maintenance. The following is a discussion of present and anticipated automation requirements.

General Automation Trends

The Federal Judiciary is committed to automating various court functions, concentrating on the following:

- Automatic data-processing systems operated and controlled by each clerk of the court and capable of handling most of the court's clerical and administrative tasks; such a system might include automated case information tracking and management, electronic case docketing and query, financial and jury management, and other administrative services such as property inventory and personnel records.
- Office automation systems, primarily personal computers (PCs) and video display terminals (VDTs), installed in each judge's chambers to provide judges and their immediate staff (secretaries and law clerks) with office automation services such as word processing, electronic mail, computer-aided legal research, optical document retrieval, and case management.
- Data communications networks that electronically link the various data-processing and office automation computer systems, permitting the electronic transmission and exchange of information within each chambers suite, between the Clerk's Office and chambers suites, among the chambers suites, and to other Judiciary-related offices within the same courthouse or elsewhere.

In some instances, the impact of these automation efforts on facility design is substantial.

Courtrooms: Court Reporting Technologies

Law, rule, or order of the court requires the production of an official record of a court's proceedings, but a district and bankruptcy judge may choose the court reporting technology to be employed in his or her courtroom. With the exception of video recording, all known court reporting technologies — shorthand, machine stenography, computer-aided transcription, single- and multi-track audio-recording, and voice-writer (also know as stenomask) — are regularly used throughout the Federal Judiciary. Because it is unlikely that all the judges in large metropolitan Federal courthouses will agree to employ a single reporting method, the installation of a centralized audio or video recording facility in such a courthouse is not recommended.

The Federal Judiciary is experimenting with video recording as an official record of courtroom proceedings; however, the adoption of this technology throughout the Federal appellate and trial courts remains uncertain.

The rapidly growing reliance on electronic recording of proceedings, in particular, multi-track audio recording and computer-aided transcription, means that substantial upgrading of electrical and audio facilities in the courtroom are required. Proper design considers the placement and type of microphones, the quality and location of the microphone connectors, audio wiring, integration of the audio recording system with the public audio amplification system, and the acoustical conditions of the courtroom.

The two latest technological innovations in courtroom reporting are real-time stenographic translation and voice recognition translation for the preparation of electronic or printed transcripts. A third advance — instantaneous or hourly translation of Federal trial proceedings — will remain in minuscule demand for many years. None of these technologies requires substantial changes in courtroom design.

Judges' Chambers

Automation of a judge's office speeds the staff's execution of the routine and traditional work tasks (e.g., preparation of legal documents, legal research, review of case files and documents, case scheduling, and litigant contacting), and speeds the exchange or review of information but the installation of new automation will only minimally change the physical layout of the office. Some computer applications (word processing, electronic mail, computer-assisted legal research, optical disk storage of case files) might reduce the need for extensive bookcases and library space in chambers; however, file cabinets and storage space for case files still will be required. Computer networking and any future automation technologies should be anticipated in chambers design.

Clerks of the Court and Judiciary-Related Offices

In the years to come, the administrative and clerical work areas in the courthouse, in particular, will receive a massive infusion of computer automation and office technologies. Almost every member of the clerk's staff will have an automated workstation (computer terminal or PC, extensive data and voice telecommunications capabilities) and will share peripherals (laser printers, optical scanners, facsimile machines) among a small work group. As staffs adapt to the automation efforts, many offices will redefine work responsibilities and tasks; major reorganizations of clerical staffs, including relocation of work groups and equipment can be expected every few years.

In most Federal courthouses, the caseload and the size of the staff permit the installation of mini-computers or PCs and peripheral equipment that do not require specialized computer rooms; however in large court locations, containing 70 or more full-time clerical staff computer rooms are required. Some rooms must occupy a secure space with raised floors to house various small- and medium-sized computer systems and peripherals requiring special air-conditioning and electrical circuits, additional conduits for power and communications (data and voice) linkages, and fire prevention systems.

Over time, the expansion of public electronic access and the electronic transmission of documents and information will modify the demands for staff services at the courthouse, changing the type of services provided at the Clerk's Office public counter and public areas. Eventually, public record viewing areas adjoining the public counters will contain computer terminals and microfiche readers allowing users access to all relevant case information and court documents. Many regular Clerk's Office customers will be able to meet their information needs from their offices and homes by dialing the Office on their computer terminals and telephones.

General Courthouse Facility

Computers, peripheral devices (laser printers, optical scan readers, modems), electronic office equipment, and automated office technology of the future such as computers to accommodate writable optical disks all will require substantial increases in power supply, adequate lighting, and electrical outlets.

Demand is growing also for links between computers and terminals and peripheral devices located throughout the courthouse and for computer networking. Meeting such demands requires installing many conduits and cabling for local area networks (LANs) and general area networks. In most courthouses, two distinct LANs (base-band) already exist: (1) a secure access LAN linking the various PCs and terminals located within the judges' chambers and, where feasible, the adjoining courtroom, and (2) a communications network (LAN, or twisted pair cables) connecting the various PCs, terminals, and printers tied into the Clerks' Offices' main case information databases. Such demands should be addressed as follows:

- In multi-story buildings, several additional vertical conduits totally dedicated to electronic networking should be installed. These conduits need to be several times the diameter of any existing or projected short-term line demands.
- A secure, air-conditioned data/telecommunications closet(s) should be located near the judge's chambers to contain the termination devices and equipment required for LAN networks. Ideally, each LAN outlet should be directly connected to this closet by a one-inch conduit. To accommodate LAN networks in large Clerk's Offices (30 to 40 persons), the use of cable trays in lieu of conduits should be considered.
- Increased use of word processing, electronic mail, automated case tracking and legal information services, and optical disk storage devices notwithstanding, storage space for paper files and legal documents both in the Clerk's Office and in the judges' chambers are still required.

Barrier-Free Access Requirements

All public service buildings, including Government facilities, should be accessible to all segments of society. For court facilities, unfettered access to justice is a right, not a privilege. To achieve accessibility, court buildings are required to conform with barrier-free standards set forth in the publication Uniform Federal Accessibility Standards.

Barrier-free access is required not only for public areas of a court facility but also for restricted and secure areas. For example, facilities provided for jurors and alternates (including the jury assembly facility, trial jury rooms, and jury boxes in courtrooms) must be designed to allow the participation of physically handicapped jurors; in all prisoner holding areas, at least one of each type of cell must meet barrier-free design standards, as must all related areas. Barrier-free access also is required in all staff areas, to assure that artificial barriers to employment are not erected in the work place.

Only the following exceptions are allowed:

- Prison cells are exempt from the requirement to furnish handicapped apparatus such as grab bars or handrails that could be detached and used as weapons.
- The judges' bench and courtroom stations for the courtroom deputy clerk, the law clerk(s), the court reporter/recorder, and the witness box, due to their specialized function in the courtroom, must be located on raised platforms. Handicapped judges, court personnel and witnesses will be accommodated individually. However, courtroom space and circulation paths in the vicinity of the judges' bench, these courtroom stations, and the witness box should be designed to accommodate handicapped ramps, lifts, or other required apparatus as they are needed.

Implementing barrier-free accessibility standards has its greatest impact in providing access to people with limited mobility, especially in multi-story structures. However, people of limited mobility are by no means the only group intended to benefit from barrier-free access criteria. People with non-ambulatory disabilities of sight, hearing, incoordination, reaching, and manipulation or those who lack stamina, who have difficulty interpreting and reacting to sensory information, or who are extreme in physical size are also to be accommodated.

Maneuverability. Space requirements for adequate maneuvering vary considerably. Spaces designed to accommodate wheelchairs are generally accessible also to persons with other kinds of handicaps. For people using wheelchairs, continuous clearance width and availability of turning space are critical elements.

- Doorways should offer no less than 32 inches of clear width.
- Clear height of not less than 79 inches must be maintained to accommodate persons of extreme height.
- The approach/opening side of a door should provide a 24-inch maneuvering space.
- Hallways must be not less than 44-inches wide and should be provided with reasonably spaced (i.e., not more than 200 feet apart) passing spaces not less than 60-inches wide.
- Floor finishes should be non-slip wherever practicable.

- To accommodate people with impairments affecting their arms or hands, which frequently limit their dexterity and strength and restrict their ability to grasp and twist, hardware and controls not requiring these movements should be used whenever possible.

Visual Impairment. Consideration must be given to those conditions that affect accessibility for the visually impaired. Pathways should be clear and unobstructed and free of protrusions such as benches, projecting signage, overhanging stairs, and trash receptacles.

Textural, value contrasts, and resiliency cues should be considered to indicate the presence of potential hazards, such as changes in floor level, entrances, and corridor intersections.

Hearing Impairment. Visual warnings and directions should be provided for hearing impaired persons.

Signage should be clear, easily recognized, and obviously located (large signs and signs incorporating contrasts of light and dark are often usable by partially sighted persons as well as hearing impaired persons).

A percentage of telephones should provide amplification for persons with partial hearing; provision of Telecommunication Devices for the Deaf (TDD) should be considered in offices experiencing relatively high volumes of public traffic.

Hearing impaired persons also must be accommodated in courtrooms and other spaces of assembly. In some cases headphone sound-reinforcement systems will be sufficient; in others, a signer will be necessary, especially for proceedings involving deaf defendants and witnesses.

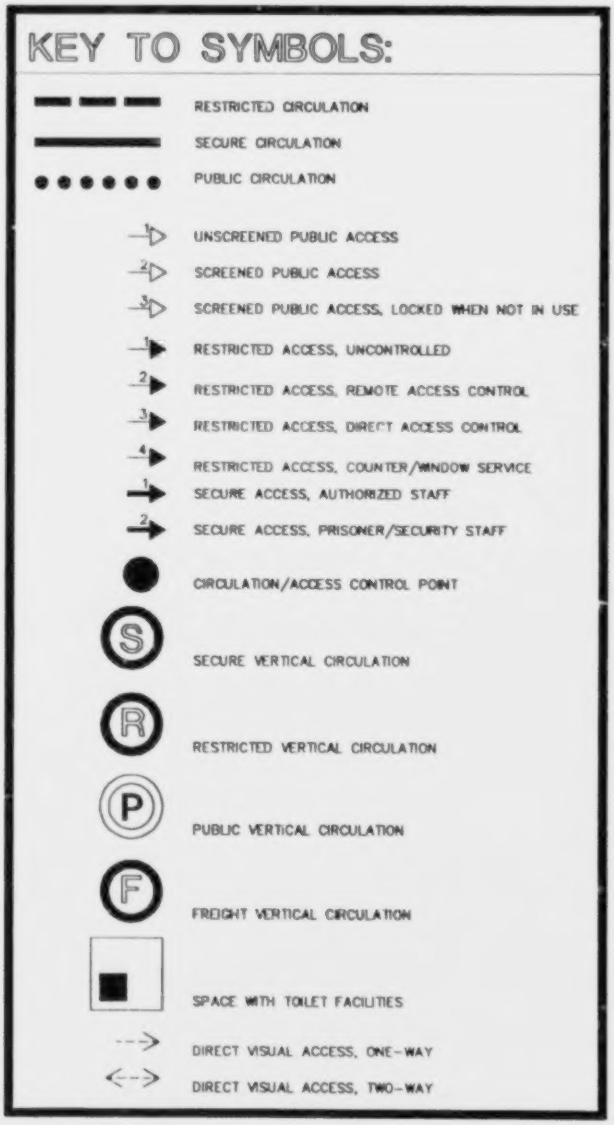
Courtroom layouts must place the signer within the reader's depth of field, while allowing the reader a view of the speaker, to observe the speaker's gestures, facial expressions, and other visual cues. (In many cases, the courtroom design will have to accommodate both signers and language interpreters.)

CHAPTER 3: COURTROOMS

CHAPTER 3: COURTROOMS

This chapter contains spatial relationship, accessibility and circulation (SRAC) diagrams, design guide tables, and specific design guidelines for courtrooms of the U.S. Court of Appeals, the U.S. District Court, including U.S.D.C. Magistrate Judges and the U.S. Bankruptcy Court. It provides a description of courtroom users, and an overview on group size, functions/activities, accessibility, space size, design requirements; security, acoustics, heating, ventilation and air conditioning (HVAC), and lighting; systems for courtrooms and electrical, audio, video, communications, and data transmission considerations.

Figure 3.1
U.S. Court of Appeals
En Banc Courtroom and Ancillary Facilities
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY

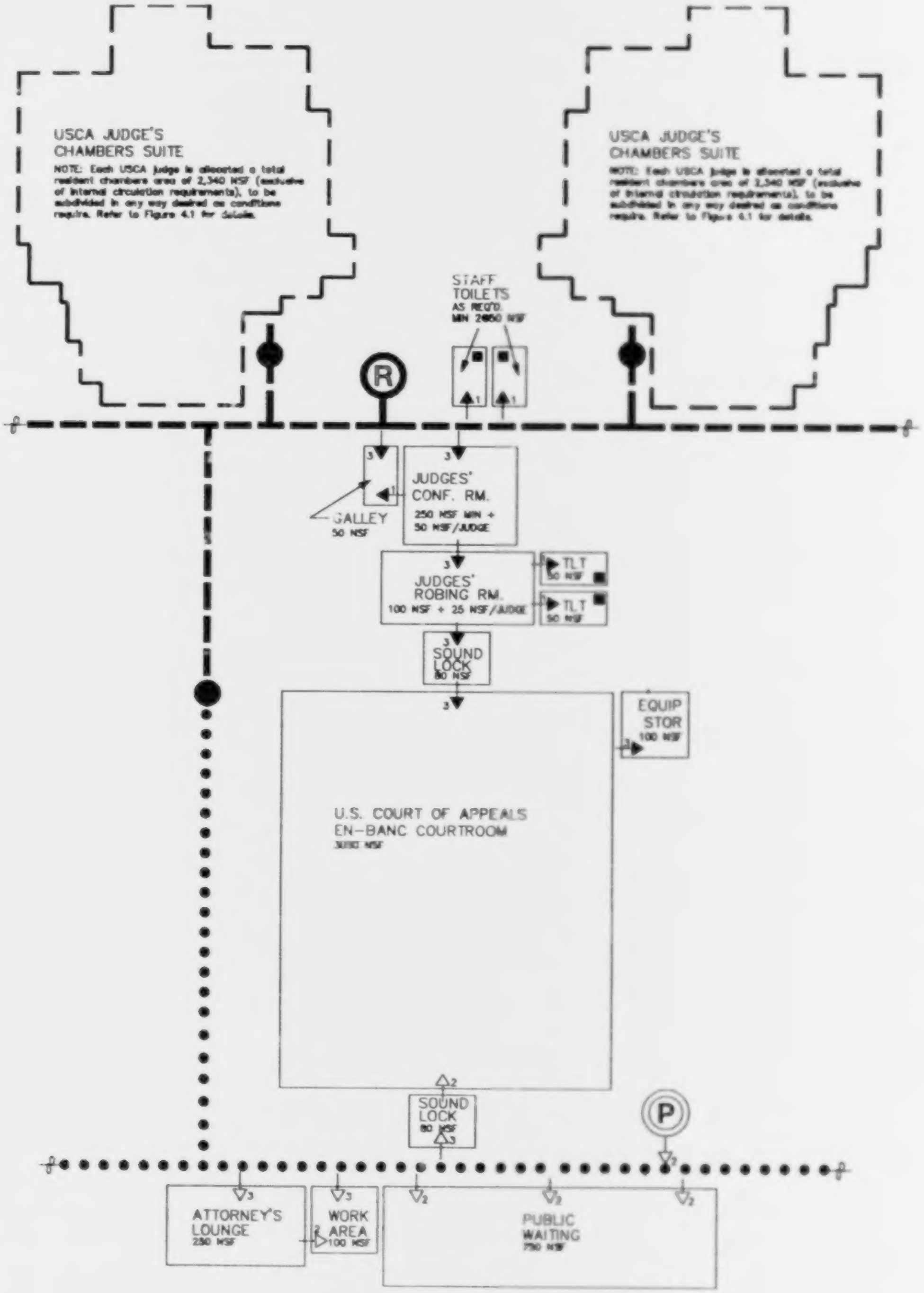
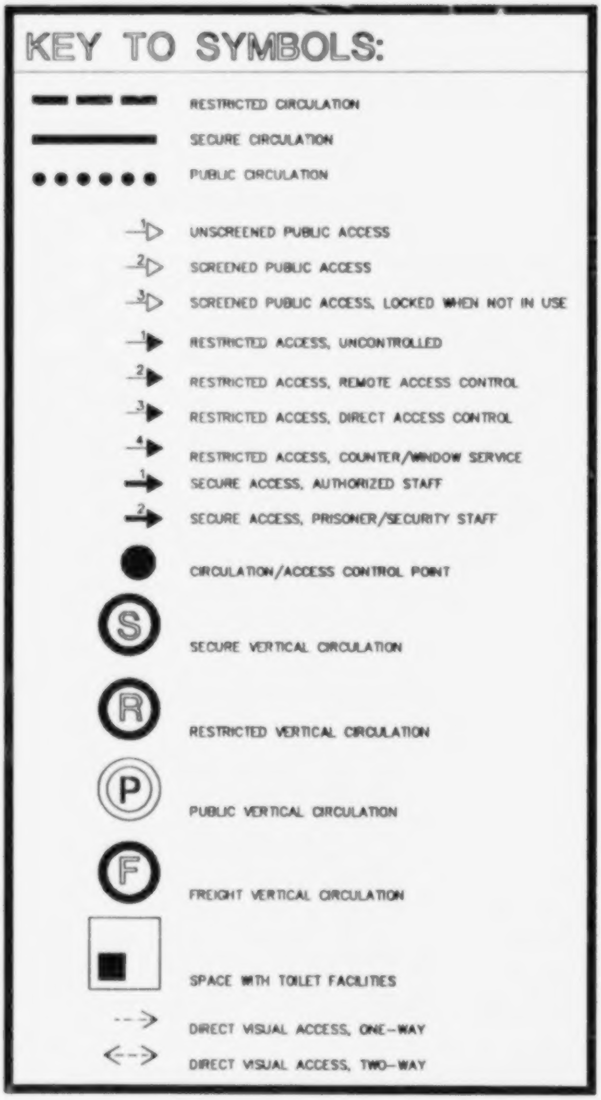

USCA JUDGE'S
CHAMBERS SUITE
NOTE: Each USCA judge is allocated a total resident chambers area of 2,340 NSF (exclusive of internal circulation requirements), to be subdivided in any way desired as conditions require. Refer to Figure 4.1 for details.
USCA JUDGE'S
CHAMBERS SUITE
NOTE: Each USCA judge is allocated a total resident chambers area of 2,340 NSF (exclusive of internal circulation requirements), to be subdivided in any way desired as conditions require. Refer to Figure 4.1 for details.
STAFF
TOILETS
AS REQ'D.
MIN 2@50 NSF
R
1
1
3
GALLEY
50 NSF
1
3
JUDGES'
CONF. RM.
250 NSF MIN +
50 NSF/JUDGE
3
JUDGES'
ROBING RM.
100 NSF + 25 NSF/JUDGE
TLT
50 NSF
TLT
50 NSF
3
SOUND
LOCK
80 NSF
3
EQUIP
STOR
100 NSF
1
U.S. COURT OF APPEALS
EN-BANC COURTROOM
3000 NSF
2
SOUND
LOCK
80 NSF
3
P
2
3
ATTORNEY'S
LOUNGE
250 NSF
3
2
WORK
AREA
100 NSF
2
2
2
PUBLIC
WAITING
750 NSF

Figure 3.2
U.S. Court of Appeals
Panel Courtroom and Ancillary Facilities
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
UNSCREENED PUBLIC ACCESS
SCREENED PUBLIC ACCESS
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
RESTRICTED ACCESS, UNCONTROLLED
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
SECURE ACCESS, AUTHORIZED STAFF
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY

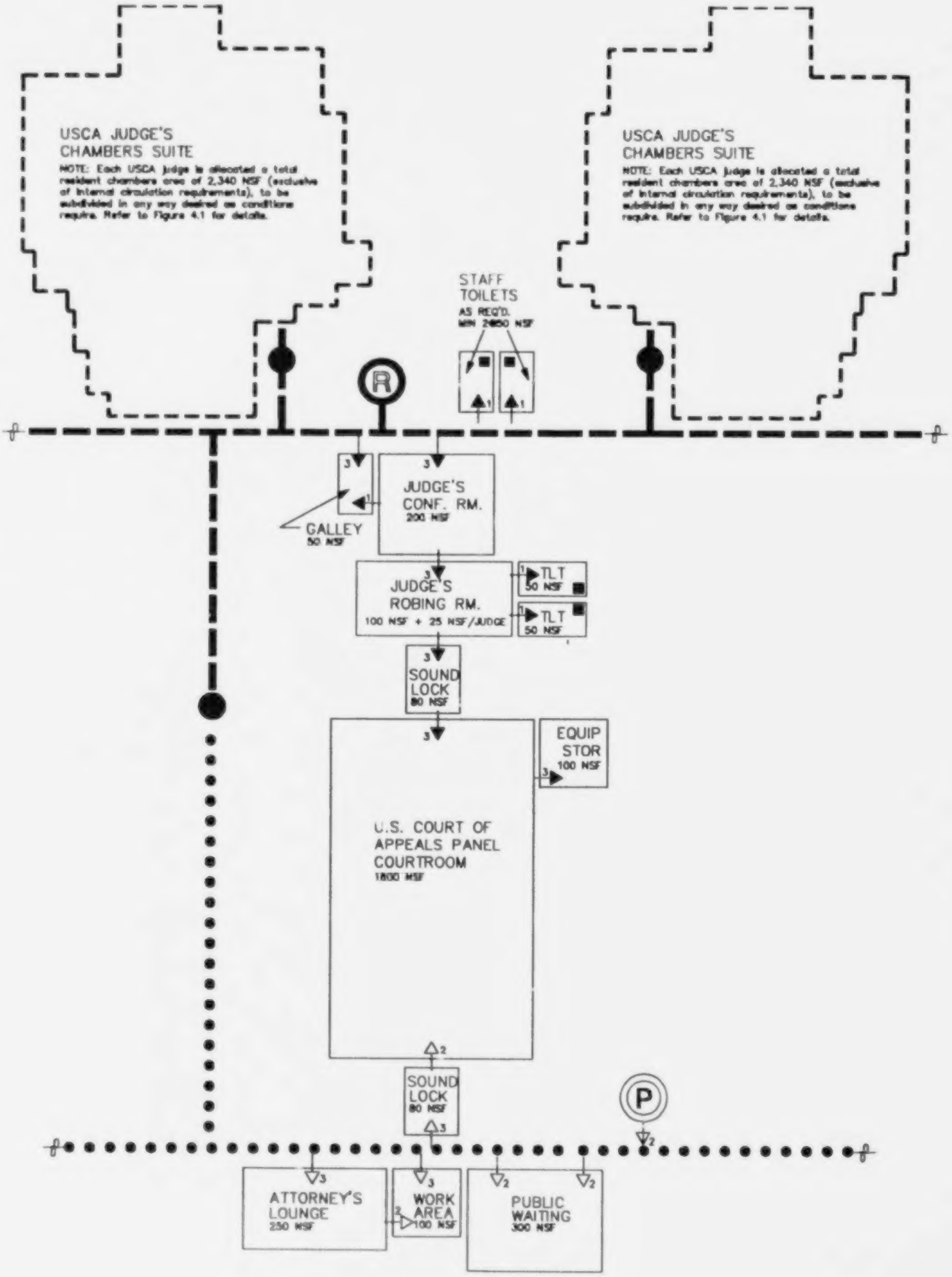

USCA JUDGE'S
CHAMBERS SUITE
NOTE: Each USCA judge is allocated a total resident chambers area of 2,340 NSF (exclusive of internal circulation requirements), to be subdivided in any way desired as conditions require. Refer to Figure 4.1 for details.
USCA JUDGE'S
CHAMBERS SUITE
NOTE: Each USCA judge is allocated a total resident chambers area of 2,340 NSF (exclusive of internal circulation requirements), to be subdivided in any way desired as conditions require. Refer to Figure 4.1 for details.
STAFF
TOILETS
AS REQ'D.
MIN 2@50 NSF
R
GALLEY
50 NSF
JUDGE'S
CONF. RM.
200 NSF
JUDGE'S
ROBING RM.
100 NSF + 25 NSF/JUDGE
TLT
50 NSF
TLT
50 NSF
SOUND
LOCK
80 NSF
EQUIP
STOR
100 NSF
U.S. COURT OF
APPEALS PANEL
COURTROOM
1800 NSF
SOUND
LOCK
80 NSF
P
ATTORNEY'S
LOUNGE
250 NSF
WORK
AREA
100 NSF
PUBLIC
WAITING
300 NSF
1
2
3

Figure 3.3
U.S. District Court
Courtrooms and Ancillary Facilities
SRAC Diagram

KEY TO SYMBOLS:

— — —	RESTRICTED CIRCULATION
———	SECURE CIRCULATION
● ● ● ● ● ●	PUBLIC CIRCULATION
—1▷	UNSCREENED PUBLIC ACCESS
—2▷	SCREENED PUBLIC ACCESS
—3▷	SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
—1▶	RESTRICTED ACCESS, UNCONTROLLED
—2▶	RESTRICTED ACCESS, REMOTE ACCESS CONTROL
—3▶	RESTRICTED ACCESS, DIRECT ACCESS CONTROL
—4▶	RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
➔1	SECURE ACCESS, AUTHORIZED STAFF
➔2	SECURE ACCESS, PRISONER/SECURITY STAFF
●	CIRCULATION/ACCESS CONTROL POINT
Ⓢ	SECURE VERTICAL CIRCULATION
Ⓡ	RESTRICTED VERTICAL CIRCULATION
Ⓟ	PUBLIC VERTICAL CIRCULATION
Ⓕ	FREIGHT VERTICAL CIRCULATION
▣	SPACE WITH TOILET FACILITIES
-->	DIRECT VISUAL ACCESS, ONE-WAY
<-->	DIRECT VISUAL ACCESS, TWO-WAY

Table 3.1.b
Courtrooms
Access Control and Security

	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers,see bottom of page				SECURITY & ALARM SYSTEMS											
SPACES	PUBLIC	RESTRICTED	SECURE	**REMARKS**	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	**REMARKS**	**GENERAL REMARKS**
COURT OF APPEALS																(1) Provide a duplex receptacle outside the public entrance to each courtroom, used to power a relocatable walk-through metal detector to accommodate high-threat proceedings.
En Banc Courtroom	3	3			☐					☐ (1)			☐	☐		
Panel Courtroom	3	3			☐					☐ (1)			☐	☐		
DISTRICT COURT															USDC ctrms may provide audio-video link to cell area for remote viewing of proceedings by defendant, with intercom link from cell to defense counsel table; typical system may include 2 ctrm cameras and link to ctrm PA system. Also, in high-threat situations, video may be continuously monitored or may be activated by duress alarm system.	
Special Proceedings Courtroom	3	3	2		☐					☐ (1)			☐	☐		
Regular Courtroom	3	3	2		☐					☐ (1)			☐	☐		
Magistrate Judge's Courtroom	3	3	2		☐					☐ (1)			☐	☐		
BANKRUPTCY COURT																
Jury Courtroom	3	3	2		☐					☐ (1)			☐	☐		
Non-Jury Courtroom	3	3	2		☐					☐ (1)			☐	☐		
COURTROOM USER STATIONS																
Judge(s)		3					☐								Provide bench armor	Provide drawers for storage of minor supplies. In appellate courtrooms, provide duress alarm stations at three central judges' stations.
Courtroom Deputy Clerk		1					☐									
Witness (USDC/USBC)	2	1														Station must accommodate interpreter with separate microphone and movable chair.
Interpreter (USDC/USBC)																

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions)
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 3.1.c
Courtrooms
Acoustics and Communications

SPACES	ACOUSTIC CRITERIA BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
COURT OF APPEALS																			
En Banc Courtroom	25	0.6-0.8	0.8	65	All courtrooms assumed to be interior spaces. Fabric upholstery should be used to stabilize reverberation time at times of low occupancy. NIC greater than 55 dB implies masonry partition walls slab-to-slab. Maintain 20' minimum separation between jury box and judge's bench in all jury courtrooms, for privacy of bench conferences.		☐			☐					☐				Courtroom telephone systems should be tied with sound reinforcement and electronic recording systems
Panel Courtroom	25-30	0.6-0.8	0.8	60			☐			☐					☐				
DISTRICT COURT																			
Special Proceedings Courtroom	25	0.6-0.8	0.8	65			☐			☐					☐				
Regular Courtroom	25-30	0.6-0.8	0.8	65			☐			☐					☐				
Magistrate Judge's Courtroom	30-35	0.5-0.7	0.8	60			☐			☐					☐				
BANKRUPTCY COURT																			
Jury Courtroom	30-35	0.5-0.7	0.8	60			☐			☐					☐				
Non-Jury Courtroom	30-35	0.5-0.7	0.8	60			☐			☐					☐				
COURTROOM USER STATIONS																			
Judge(s)					Provide reflective surface behind judge.	☐ (1)		☐	☐		☐	☐	☐	☐					Speaker phone. Provide microphone cut-off switch at judges station, to ensure privacy of bench conferences.
Courtroom Deputy Clerk					Use absorptive materials in vicinity.	☐		☐	☐		☐	☐	☐	☐					Provide 3 clean outlets: PC/ terminal, printer, PA amplifier.
Witness (USDC/USBC)						☐													
Interpreter (USDC/USBC)																			

Table 3.1.d
Courtrooms
HVAC and Lighting

	HEATING, VENTILATION AND AIR CONDITIONING									LIGHTING						
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		
SPACES	S	W	S	W							FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER	**GENERAL REMARKS**
COURT OF APPEALS																(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%. (5) Manual activation of smoke purge fan. (6) Provide an emergency "over-ride" switch to restore full brightness instantaneously during a dimming sequence.
En Banc Courtroom	70-74 (1)	70-72 (2)	45-55 (3)	25-35 (4)	20	6-8	80-85	25-30	☐ (5)	40-75	I/D	D	I	☐	☐	
Panel Courtroom	70-74 (1)	70-72 (2)	45-55 (3)	25-35 (4)	20	6-8	80-85	25-30	☐ (5)	40-75	I/D	D	I	☐	☐	
DISTRICT COURT																
Special Proceedings Courtroom	70-74 (1)	70-72 (2)	45-55 (3)	25-35 (4)	20	6-8	80-85	25-30	☐ (5)	40-75	I/D	D	I	☐	☐	
Regular Courtroom	70-74 (1)	70-72 (2)	45-55 (3)	25-35 (4)	20	8-10	80-85	25-30	☐ (5)	40-75	I/D	D	I	☐	☐	
Magistrate Judge's Courtroom	70-74 (1)	70-72 (2)	45-55 (3)	25-35 (4)	20	8-10	80-85	25-30	☐ (5)	40-75	I/D	D	I	☐	☐	
BANKRUPTCY COURT																
Jury Courtroom	70-74 (1)	70-72 (2)	45-55 (3)	25-35 (4)	20	6-8	80-85	25-30	☐ (5)	40-75	I/D	D	I	☐	☐	
Non-Jury Courtroom	70-74 (1)	70-72 (2)	45-55 (3)	25-35 (4)	20	6-8	80-85	25-30	☐ (5)	40-75	I/D	D	I	☐	☐	
COURTROOM USER STATIONS																
Judge(s)									☐ (5)	40-75	I/D	D	I	☐ (6)	☐	
Courtroom Deputy Clerk									☐ (5)	40-75	I/D	D	I	☐ (6)	☐	
Witness (USDC/USBC)										40-75	I/D	D	I			
Interpreter (USDC/USBC)																

Table 3.2.a
Courtrooms
Space, Furniture and Finishes

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		FINISHES H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
COURTROOM USER STATIONS (cont'd)								
Jurors (USDC: 12-person: USDC magistrate judges/ USBC: 6-person)	—	**Built-in:** Jury box (12-person: 3 tiers; 6-person: 2 tiers) 1st tier at floor level; fixed swivel tilt chairs (12-person: 14-18; 6-person: up to 8)			Hard sound reflectance	Durable high quality carpet		
Court Reporter/ Recorder (USDC/USBC)	—	**Built-in:** Workstation/worksurface for equipment, storage (court reporter station may be movable); provision for CRT **Movable:** Swivel chair	Drawer (cabinet)		Hard sound reflectance	Durable high quality carpet		
Attorney & Clients	—	**Movable:** Min. four 3'-6" x 7'-0" (minimum) tables, up to 8 chairs each; provision for CRT			Hard sound reflectance			
Attorney Waiting Area	—	**Movable:** Chairs or benches			Sound absorbent			
Law Clerk(s)	—	**Built-in:** Station 1 step (7") above floor level, provision for CRT and printer **Movable:** Swivel chair(s)	Drawers		Hard sound reflectance			
Bailiff (USCA)	—	**Built-in:** Station 1 step (7") above floor level, provision for CRT and printer **Movable:** Swivel chair	Drawers		Hard sound reflectance			
USMS Personnel	—	**Movable:** Chairs			Hard sound reflectance			
Spectators	—	**Built-in:** Benches or theater chairs			Sound absorbent		■	
OTHER SPACES								
Equipment Storage Room	100	**Built-in:** Shelves, open floor space		12" deep shelves	Paint	Vinyl	Paint	S
Short-term Exhibits Storage	50	**Built-in:** Shelves, open floor space	Securable	12" deep shelves	Paint	Vinyl	Paint	S
Lectern	—	**Movable:** (May be built-in in USCA courtrooms) Adequate worksurface, adjustable height, substantial in design, with shelf storage below (microphone in USCA courtrooms)	Attorney files					
Exhibit Display (USDC/USBC)	—	**Built-in:** Display unit with screen, tackboard, lightbox, whiteboard (magnetic); drop-down screen; provision for VCR and monitor	Drawers					
Soundlock	80				■	Durable high quality carpet	■	S
Public/Attorney Coat Rack	20		Coat rod, shelf					

Table 3.2.b
Courtrooms
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											GENERAL REMARKS
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	REMARKS	
COURTROOM USER STATIONS (cont'd)																
Jurors (USDC: 12-person; USDC magistrate judges/ USBC: 6-person)		1														Consider provision of local "white noise" system at jury box, to provide sound masking during bench conferences; activated by judge. Refer to Acoustic Criteria.
Court Reporter/ Recorder (USDC/USBC)		3														
Attorney & Clients		1														
Attorney Waiting Area		1		in well, near rail												Also may be used by security personnel escorting in-custody defendants.
Law Clerk(s)		1					☐									
Bailiff (USCA)		1					☐									
USMS Personnel		1	2													
Spectators	2															In Bankruptcy courtrooms only, provision should be made for removal of front row(s) of spectator seating to allow expansion of the well area.
OTHER SPACES																
Equipment Storage Room		3		Accessed from well												Storage for projectors, easels, and other display equipment.
Short-term Exhibits Storage			1	Accessed from well												Storage for variety of types of exhibits: charts, files, contraband, etc.
Lectern	2															Must accommodate attorney's files.
Exhibit Display (USDC/USBC)	2															Locate primarily for viewing comfort of judge, jury, witness, and attorneys and clients.
Soundlock	3			Courtroom vestibule												May be provided with window(s) to allow view of courtroom without entering.
Public/Attorney Coat Rack	2															May be alcove; may be omitted in warm climates.

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 3.2.c
Courtrooms
Acoustics and Communications

	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
SPACES	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
COURTROOM USER STATIONS (cont'd)																			
Jurors (USDC: 12-person: USDC magistrate judges/ USBC: 6-person)					Locate within 15' of wall with reflective surface.							☐				☐			
Court Reporter/Recorder (USDC/USBC)					Provide control of elect. recording system	☐		☐			☐	☐	☐				☐		
Attorney & Clients						☐						☐	☐		☐	☐			Provide floor outlets at prescribed locations.
Attorney Waiting Area	35-40			45															
Law Clerk(s)					PA speaker in vicinity.				☐		☐	☐	☐	☐					
Bailiff (USCA)					PA speaker in vicinity	☐			☐		☐	☐	☐	☐					
USMS Personnel									☐										
Spectators					Ceiling finishes & design to maximize hearing at spectators.										☐				
OTHER SPACES																			
Equipment Storage Room																			
Short-term Exhibits Storage																			
Lectern						☐						☐							Provide floor box outlets at prescribed locations.
Exhibit Display (USDC/USBC)						☐						☐				☐			
Soundlock					8' min. between doors; overlap & gasket doors; absorptive finishes.														
Public/Attorney Coat Rack																			

Table 3.2.d
Courtrooms
HVAC and Lighting

	HEATING, VENTILATION AND AIR CONDITIONING									LIGHTING						
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		
SPACES	S	W	S	W							FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER	**GENERAL REMARKS**
COURTROOM USER STATIONS (cont'd)																(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%. (5) Provide an emergency "over-ride" switch to restore full brightness instantaneously during a dimming sequence.
Jurors (USDC: 12-person; USDC magistrate judges/ USBC: 6-person)										40-75	I/D	D	I			
Court Reporter/ Recorder (USDC/USBC)										40-75	I/D	D	I			
Attorney & Clients										40-75	I/D	D	I			
Attorney Waiting Area										40-75	I/D	D	I			
Law Clerk(s)										40-75	I/D	D	I			
Bailiff (USCA)										40-75	I/D	D	I	☐ (5)	☐	
USMS Personnel										40-75	I/D	D	I			
Spectators	70-74 (1)	70-72 (2)	45-55 (3)	25-35 (4)	20	6-8/ 8-10	85	25-30		30-40	I/D	D	I			
OTHER SPACES																
Equipment Storage Room										30-40	D		I	☐		
Short-term Exhibits Storage										30-40	D		I	☐		
Lectern										75		D	I			
Exhibit Display (USDC/USBC)										75		D	I			
Soundlock										30		D	I	☐		
Public/Attorney Coat Rack																

Description of Courtroom Users

Judicial Officers

U.S. Court of Appeals. A panel of three judges hears appeals; some cases are heard by all judges sitting en banc, except in the Ninth Circuit which sits in en banc panels.

U.S. District Court. A judge presides over civil and criminal proceedings; some district court cases are heard by panels of three judges. A magistrate judge presides over a narrower range of criminal and civil proceedings.

U.S. Bankruptcy Court. A judge presides over civil proceedings.

Court Personnel

U.S. Court of Appeals. A courtroom deputy clerk, law clerks, and (in some locations) a bailiff are present in the courtroom.

U.S. District Court. A courtroom deputy clerk, a court reporter/recorder, a law clerk, and an interpreter are present. For magistrate judges' courtrooms, a courtroom deputy clerk, a court reporter/recorder, and an interpreter are present.

U.S. Bankruptcy Court. A courtroom deputy clerk, a court reporter/recorder, a law clerk, and an interpreter are present.

Security Personnel

U.S. Court of Appeals. Normally, no security personnel are present in the courtroom.

U.S. District Court. Deputy U.S. marshals and/or court security officers can be present in the trial courtroom for hearings by both judges and magistrate judges, depending on the nature of the matter being heard.

U.S. Bankruptcy Court. In certain instances, a U.S. marshal and/or court security officer will be present.

Attorneys

In virtually any court proceeding, whether a hearing, bench trial, or jury trial, at least one attorney is present on each side of the case. Only rarely does a litigant represent himself or herself ("pro se"). Trial attorneys can be assisted by paralegals and other staff, who are positioned in the courtroom at the discretion of the presiding judge. In criminal cases in the district court, the prosecution (the government) is represented by its counsel, typically assistant U.S. attorneys. The attorneys for the government usually are assisted in court by case agents from the investigative agency involved. In bankruptcy court, a third party, the U.S. trustee, might be represented.

Litigants

U.S. Court of Appeals. Typically, no litigants are present in the well of the courtroom.

U.S. District Court. In civil litigation, such as civil rights cases, commercial disputes, and a wide variety of other noncriminal matters, individual litigants and corporate or government representatives on each side of a case are present with their attorneys. In criminal cases, the defendants are present in court with their attorneys. If required, an interpreter(s) is furnished.

U.S. Bankruptcy Court. Litigants are similar to those found in the district court but no criminal defendants are present.

Witnesses and Interpreters

U.S. Court of Appeals. No witnesses are present in the well of the courtroom.

U.S. District Court and U.S. Bankruptcy Court. Witnesses are used. If required for a witness, an interpreter is furnished.

Jurors

U.S. Court of Appeals. No jurors are present in the well of the courtroom.

U.S. District Court and U.S. Bankruptcy Court. Jury panels of various sizes will be present.

Spectators

Typically family and friends of litigants, the general public, and other interested parties will be present.

News Media. In cases of significant public interest, reporters from print and electronic media can be present in the area set aside for spectators.

Group Size

U.S.C.A. Courtrooms

The judges of the U.S. Court of Appeals sit in panels of three, except when sitting en banc. The main courtroom for the court of appeals in each circuit should be designed to accommodate en banc hearings for all 9 to 13 court of appeals judges in that circuit. For both panel and en banc hearings, a bailiff (in some locations), a courtroom deputy clerk, and at least three law clerks will be present.

Counsel should be accommodated as follows: two attorney tables seating at least four participants each; additional seating can be provided within the well for attorneys waiting for their cases to be called.

For most appeals proceedings, spectator and media attendance will be light. Spectator seating should be provided as follows: en banc courtroom, 120 spectators minimum; panel courtroom, 40-45 spectators minimum.

U.S.D.C., U.S.D.C. Magistrate Judges', and U.S.B.C. Courtrooms

In hearings and at bench and jury trials, court personnel can include a judge, a courtroom deputy clerk, a court reporter/recorder, one or two law clerks (at the discretion of the judge), and one or more U.S. marshals or court security officers.

In criminal cases, two USMS personnel are generally present for each in-custody defendant in the courtroom. The total number of USMS personnel depends on the nature of the matter being heard.

The number of attorneys, litigants, and witnesses depends entirely on the number of parties to the proceedings and the nature and complexity of the case. For civil cases, the number of litigants on each side might range from 1 to as many as 10 or more. For criminal cases, the number of defendants might range from 1 to 20 or more. Generally, each defendant is represented by an attorney. Government counsel for criminal cases can consist of one or more assistant U.S. attorneys assisted by one or more case agents from the investigative agency involved. In U.S. Bankruptcy Court, the number of litigants varies from 2 to 20 or more.

In U.S. District Court courtrooms, the jury for criminal trials will consist of up to 18 persons (12 jurors and up to six alternates); the jury for civil trials will consist of 6 to 12 persons. In magistrate judges' courtrooms, the jury for civil trials will consist of up to 8 persons; in bankruptcy court courtrooms, there will be occasion for juries of up to 8 persons, as in civil trials. In the larger courtrooms, a second jury box can be installed temporarily if needed.

A 12-member jury typically is selected from a panel of 45-60 potential jurors; 15-25 potential jurors usually are involved in the selection of a 6-member jury. The number of potential jurors can be larger (up to 100 or more) in a case with heavy media coverage, with multiple parties, or where the trial is expected to be lengthy. During impaneling, the potential jurors can be seated in the spectator area of the courtroom. These seats can be made available to the public after the jury has been impaneled. During jury selection, potential jury members should be separated from the general public sitting in the spectator area.

The right to a public trial necessitates a certain volume of general public seating, as does the jury selection process. Demand for spectator, media, and family seating will vary depending on the public interest and the number of parties in a particular case. Most trials will draw only a few or occasional spectators during the proceeding itself.

Minimum provision of spectator seating should be as follows:

- U.S. District Court: special proceedings courtroom, 120; regular courtroom, 40-80; magistrates courtroom, 40-45.
- U.S. Bankruptcy Court: jury courtroom, 75-85; non-jury courtroom, 75-85.

The shape and seating capacity of a courtroom reflect a balance between the size of the courtroom well and the seating space allocated to the public. These factors are frequently in opposition.

In the courtroom well, 10 to 20 people including lawyers, clients, the court reporter/recorder, the judge, and clerks can be present in addition to the seated jury. Even larger groups of people are not uncommon. For example, a criminal trial involving six in-custody defendants could generate 50 or more participants, including the judge, the courtroom deputy clerk, the court reporter/recorder, a law clerk, two assistant U.S. attorneys, two case agents, the six defendants, their six defense attorneys, 12 security officers or marshals, 18 jurors, witnesses (one at a time), and an interpreter. Courtrooms frequently experiencing cases of this size should be designed with a large well and minimum seating capacity.

Functions/Activities

Jurisdiction

The functions carried out by U.S.C.A. judges, U.S.D.C. judges, magistrate judges, and U.S.B.C. judges vary significantly.

U.S.C.A. Judges. Court of appeals judges hear appeals from the district and bankruptcy courts as well as from the tax court and various Federal administrative agencies. They also perform certain ceremonial functions.

U.S.D.C. Judges. The broadest trial jurisdiction is given to U.S. district judges. District judges conduct all manner of hearings, bench trials (i.e., without juries), and jury trials in both civil and criminal cases. Only district judges conduct felony criminal trials.

U.S.D.C. Magistrate Judges. Magistrate judges exercise the jurisdiction of the district court in a narrower range of cases, as determined by statute and by a delegation from district judges. Magistrate judges frequently hold hearings on preliminary matters in criminal cases (e.g., an arraignment, where a defendant is brought before the magistrate judge to enter a plea). Magistrate judges also conduct misdemeanor trials. Under certain circumstances, magistrate judges will conduct the full range of proceedings in civil cases, up to and including jury trials.

U.S.B.C. Judges. Bankruptcy judges have authority to act over all matters involving debtor-creditor relationships, under Federal bankruptcy law. Bankruptcy judges conduct a variety of civil proceedings and might sit on bankruptcy appellate panels. In limited circumstances, they might conduct civil jury trials.

Courtroom Functions

U.S.C.A. Courtrooms. The primary function is the presentation of oral arguments by counsel, with each allotted a set amount of time, during which the judges will question the presenting counsel. Other functions include ceremonial events such as the induction of judges newly admitted to the bench.

U.S.D.C. and U.S.D.C. Magistrate Judges' Courtrooms. The adversarial nature of the legal system mandates that there be opposing sides in virtually every case, whether civil or criminal. Thus, the courtroom activities of both civil and criminal trial participants are similar. The judge, court personnel, attorneys, and jurors perform virtually the same functions; the primary differences between civil and criminal cases are security and the number of jurors. Security is a significant factor in many criminal cases. Defendants in custody present a potential for escape and in some cases violence.

The length of a hearing or trial depends upon a wide variety of factors, including the complexity and nature of the case and the number of litigants and attorneys involved. The presence of a jury generally increases a trial's length. Trials might last one or two days, a few weeks, or several months. Typically, the same courtroom is used throughout the course of a trial.

Some cases involve large numbers of exhibits, which are brought to the courtroom by attorneys and their staff. Typically, the exhibits are stored in or near the courtroom during the hearing or trial.

Generally, the conduct of all persons in the courtroom is strictly controlled by the presiding judicial officer. The physical location of various trial participants and their movement about the courtroom are subject to the judge's control. Rules enforced by the presiding judicial officer dictate when attorneys are permitted to address the court and jury.

U.S.B.C. Courtrooms. The functions of bankruptcy court courtrooms are similar to U.S. District Court proceedings; however, there are no criminal trials and generally no jury trials.

Accessibility

U.S.C.A. Courtrooms

U.S.C.A. courtrooms must provide both public and restricted access. Public access should be by a soundlock. Restricted access is provided separately for judges and court staff: for court staff, just below the bench; for judges, close to robing and conference rooms, allowing a formal entry from the side or behind the bench. For ceremonial functions, indirect access may also be provided from the bench down to the bar. Circulation space behind the bench should allow a judge to arrive and depart without disrupting others.

U.S.D.C. and U.S.D.C. Magistrate Judges' Courtrooms

Typically, the trial courtroom must provide all three types of accesses: (1) restricted circulation and access for judges, law clerks, courtroom clerks, court reporter/recorders, USMS personnel and jurors; (2) public circulation and access for spectators, news media representatives, attorneys, litigants, and witnesses; and (3) secure circulation and access for prisoners and USMS personnel. These three circulation and access patterns must be separated to provide security for all groups. The courtroom should have separate entrances for the judge, the jury, the courtroom deputy clerk, and the court reporter/recorder (although access may be shared by the jury and the courtroom deputy clerk or the court reporter/recorder); prisoners and USMS personnel; and the public. Entrances for the various groups should be located as close as possible to their stations in the courtroom.

U.S.B.C. Courtrooms

Access is similar to that for the U.S. District Court, excluding prisoner access.

Space Size

The net areas specified in this *Guide* are exclusive of the area required to accommodate internal circulation among spaces. While the amount of internal circulation space required varies with each facility's specific design, an additional factor of not less than 20% should be applied during preliminary planning to determine the total usable area of the facility (i.e., the estimated total usable area of the facility is equal to the sum of all the net programmed spaces plus 20%). It also should be noted that the number of spaces shown on the SRAC diagrams is illustrative only; the actual number of such spaces required for a specific facility is determined in the building program.

U.S.C.A. Courtrooms

Two factors affect the size of an appeals courtroom: the number of judges sitting en banc and the number of people attending or participating in ceremonial functions.

The U.S. Court of Appeals courtroom to be used for en banc proceedings and ceremonies requires 3,000 net square feet (NSF) and a ceiling height of 18 feet. The panel courtroom requires 1,800 NSF and a ceiling height of 16 feet. The well of each courtroom should accommodate the en banc or panel judges' bench, court personnel workstations, and at least two attorneys' tables (each 3-1/2 x 7 feet, minimum). The spectator area for the en banc courtroom should seat 120-150 spectators; the panel courtroom, 40-80 spectators.

U.S.D.C. Courtrooms

Most typical multiple-party district court jury trials require a courtroom of approximately 2,400 NSF and a ceiling height of 16 feet. The well of the courtroom should accommodate a judge's bench, court personnel workstations, a witness box, an 18-person jury box, and at least four attorneys' tables (each 3-1/2 x 7 feet, minimum) for 15-20 lawyers, plaintiffs, defendants, and interpreters. Space should be allowed for the stationing of U.S. marshals around the perimeter of the well and for the display of exhibits. The spectator area should seat 40-60 spectators.

Special proceedings and unusually large multiple-party trials require a courtroom of approximately 3,000 NSF and a ceiling height of 18 feet. Such a courtroom should be provided only when needed, and provision of more than one such courtroom in any Federal court facility requires authorization. The spectator area should seat at least 120 spectators.

U.S.D.C. Magistrate Judges' Courtrooms

Proceedings typically conducted by magistrate judges require a courtroom of approximately 1,500 NSF and a ceiling height of 14 feet. The well of the courtroom should accommodate a judge's bench, court personnel workstations, a witness box, an eight-person jury box, and at least two attorneys' tables (each 3-1/2 x 7 feet, minimum) for lawyers, plaintiffs, defendants, and interpreters. Space should be allowed for the stationing of U.S. marshals around the perimeter of the well, and for the display of exhibits. The spectator area should seat 40-45 spectators.

U.S.B.C. Courtrooms

Trials typically conducted by bankruptcy judges require a courtroom of approximately 1,800 NSF and a ceiling height of 16 feet. The well of the courtroom should accommodate a judge's bench, court personnel workstations, a witness box, an eight-person jury box, and at least two attorneys' tables (each 3-1/2 x 7 feet, minimum) for lawyers, plaintiffs, defendants, accountants, and interpreters; in some cases, it also will be necessary to accommodate one or more deputy marshals. Space also should be allowed for the display of exhibits. The spectator area should seat 75-85 spectators.

Soundlocks

Every courtroom should be served by a soundlock entry from the public lobby/circulation area; this soundlock should be 80 NSF and allow barrier-free access. The judges' entry in U.S.C.A. courtrooms also should be served by a soundlock.

Design Requirements

General Design Elements

With few exceptions, courtrooms should be located on the interior of the building and be windowless.

Design should minimize distance of movement and conflicting movements by participants during a trial.

Walls may show contrast between the judicial and spectator areas of the courtroom, considering finishes, acoustics, and light reflectance.

Courtroom furniture should be an integral part of the architecture. Much of it may be movable for flexibility, and it should be wear and stain resistant.

Storage should be provided for audiovisual equipment, including mobile video monitors and cameras, slide and film projectors, and audio recording/playback equipment. In permanent installations, the audiovisual equipment may be built into walls or courtroom furniture.

Courtrooms generally require a sound-reinforcement system, which should be integrated with the architectural and engineering design.

Court proceedings that are recorded and video-taped should be considered. The possibility has implications for the proper placement and type of microphones, the quality and location of microphone connectors, the audio wiring, the integration of the audio recording system with the public audio amplification system, and the acoustical conditions of the courtroom. Microphones should be designed as an integral part of courtroom furniture, and planning should consider the space and personnel required for efficient operation. Conduit should be provided to accommodate future installation of video cameras in all courtrooms; that conduit should start at a central video control room (or phone closet, if there is no video control room) and terminate at the anticipated locations of courtroom camera. The courtroom's telephone system should tie directly into the sound-reinforcement and electronic recording systems and should accommodate conference calls and a speakerphone.

An adequate number of electrical, data, and phone outlets should be located near anticipated locations of equipment placement (e.g., sound recording equipment, amplifiers, video monitors and cameras, computers, projectors, x-ray viewers, court reporter steno machines, and so on). Power capacity and distribution should accommodate future requirements and center, off-center, and corner bench locations in the same courtroom.

Specific Design Elements

Judge's Bench. Court of appeals judges control all courtroom proceedings; view and listen to attorneys presenting oral arguments; and address and question attorneys.

District court judges, magistrate judges and bankruptcy court judges control all courtroom proceedings in their courtrooms; view and listen to all judicial participants; address lawyers, litigants and the public and instruct jurors; and speak softly when conversing privately with attorneys during bench (side bar) conferences and with court personnel.

The height and area of the judge's bench should appropriately express the role of the judge and facilitate control of the court. Generally, the judge's bench should be elevated three steps (21 inches) above the courtroom well, with an additional step recommended in larger appeals courtrooms. The bench for a trial judge should be at least 12 feet long. Each appeals judge should be provided with 5 linear feet of worksurface; the appeals bench should be curved or angled to allow the judges to see one another. The worksurface should be approximately 28-30 inches above the floor level of the judge's station (i.e., normal desk height) and 30 inches deep. The judge's bench should have a raised cap around the worksurface, to contain papers without obstructing the judge's view.

Storage should be provided at the judge's bench for the following:

- Office supplies: In a drawer for writing instruments, letter pads, and legal pads.
- Books: On at least six linear feet of shelf space for statute books and other reference materials.

The furnishings provided for the judge should give the impression of fine quality. The judge's chair should be a wide, ergonomically designed armchair with swivel and rock mechanisms. It should be adjustable (height and back angle), high-backed, and have a five-prong pedestal base (22-inch span, minimum), with the chair centered properly on the base for stability when the judge leans forward for side bar conferences. To accommodate differences in judges' physical stature and provide comfort, a footrest (e.g., a built-in but removable rail or shelf, or a free-standing element) should be provided or space allowed.

Security should be provided as follows:

- Judges should be able to alert a central security control room without being noticed. A silent duress alarm button should be located at the bench. In appeals courtrooms, the center position of the panel should be so equipped, with additional bench locations in en banc courtrooms.
- The bench should be lined with ballistic material on all vertical sides.

Wall or ceiling air registers should be located carefully so they do not produce undesirable drafts in the raised judge's area. The judge's area also can require supplemental cooling.

The judge's bench should accommodate a microphone connected to the courtroom's amplification/audio recording system; controls for video equipment, where applicable should also be provided. The judicial officer also requires an intercom system to the staff which may be accommodated on the telephone system.

The judge's bench should be equipped with conduit and casework suitable for computer installation. Placement of the computer screen should consider viewing angles and sightline.

Courtroom Deputy Clerk's Station. In trial courtrooms, the courtroom deputy clerk typically is responsible for tracking all court activity during the proceedings, including the order of cases called; documenting decisions by the court; and tagging and caring for exhibits, which can range from letter- and legal-sized documents to large or bulky objects. The courtroom deputy clerk often confers with the judge during proceedings and can swear in the jury and the witnesses called to court.

In appeals courtrooms, the courtroom deputy clerk typically is responsible for announcing cases to be heard and operating the timing system and recording equipment. (In some locations, a bailiff performs some or all of these functions.)

The courtroom deputy clerk's workstation should accommodate a second staff person, who can be present during periodic high-volume hearings or during training.

The floor level of the courtroom deputy clerk's station should be two steps (14 inches) below that of the judge's bench; and in trial courtrooms, it should be set so that the judge and courtroom deputy clerk can easily see and confer with each other. The courtroom deputy clerk must be able to see and hear all court participants clearly, especially the witness in trial courtrooms.

The station's worksurface (24 inches deep x 60 inches wide, minimum) should be at desk height. A corner or side worksurface of sufficient size should be provided for a computer terminal and printer, placed ergonomically for the clerk's comfort without obstructing essential sightlines. The front of the worksurface should have a rail, or barrier, (four inches, minimum) around it at the top to prevent paper and materials from falling to the floor.

Storage should be provided at the station for the following:

- Files: In trial courtrooms, the courtroom deputy clerk frequently handles physical evidence, of which files are a part; the storage space must accommodate both letter and legal sizes. At least two 20-inch-deep file drawers should be provided.
- Exhibits: In trial courtrooms, the courtroom deputy clerk frequently handles exhibits, which vary greatly in size; short-term storage of small objects may be accommodated in secure, cabinet-type casework in or near the courtroom deputy clerk's station. The space should have adjustable shelving to accommodate different numbers and sizes of exhibits.
- Court recording machine and supplies: In some bankruptcy courts, recording machines will be located at the courtroom deputy clerk's station. Court recording machines vary greatly in size; however, all storage in the courtroom for such equipment should be lockable and located so that it need not be moved to be used (i.e., built into the worksurface). Adequate space should be allowed for wires at the back, side, or front of the storage area. Storage also varies for recording supplies, depending on the system used, but generally vertical, lockable drawer storage for cassette tapes is preferred. Where proceedings are electronically recorded (video and/or audio), the design should prevent tampering with the recording system (i.e., the recorder, the microphones and/or cameras, and the interconnecting cable network).
- Office supplies: Lockable, storage drawers to accommodate legal-sized pads should be provided. Drawer storage is also needed for pens, pencils, erasers, etc.

An exhibits shelf should be built into the workstation. This shelf should be at least 18 inches deep and 36 inches wide.

The workstation generally includes a movable, swivel, upholstered clerical chair with adjustable seat height and back.

In trial courtrooms, a pass-through between the judge's bench and the courtroom deputy clerk's station can be provided, to allow for convenient and inconspicuous transfer of case files and messages.

The courtroom deputy clerk's station should have a silent duress alarm so the clerk can alert a central security control room without being detected.

The station should have controls to dim the light, adjust the sound, TV, and projection equipment and, in appellate courtrooms, operate the clock/timing system.

The courtroom deputy clerk's station should have a microphone connected to the courtroom's amplification/audio recording system and an intercom or phone (with a flashing indicator instead of a bell) connected to the USMS office and central clerk's office.

Witness Box (USDC, USBC). Witnesses should be able to see and hear, and be seen and heard by all court participants as close to full face as possible. Witnesses in the box receive, examine, and return exhibits. A deep, fixed shelf for this purpose should be part of the witness box design. The witness box should accommodate the witness and an interpreter. The witness box may be movable to accommodate the differing requirements of the various types of proceedings and the presiding judge. The floor level of the witness box should be one step (7 inches) lower than that of the judge's bench.

When an interpreter is used, she or he should be seated next to or slightly behind the witness between the witness and the judge; however, the witness should remain the primary focus.

The witness's chair may be fixed, movable, movable along a floor track, or retractable (similar to a seminar chair). If movable, the witness chair should be a comfortable, swivel armchair, preferably on a five-prong base with gliders, to allow easy movement. The height of the seat should be easily adjustable. To prevent the chair from sliding off the edge of the step up to the witness box, the box should have a subtle ridge at the step.

The interpreter's chair should be movable and provided only when needed. A separate interpreter's station, accommodating two staff, might be required in some locations.

The witness box should be equipped with a microphone connected to the courtroom's amplification/audio recording system, as many witnesses are nervous and speak very softly. Amplification of testimony is specially important to the court reporter/recorder. The interpreter also requires a microphone connected to the courtroom's amplification/audio recording system.

Simultaneous translation using a wireless infrared system should be provided for; this system should be integral with the courtroom's sound system, to allow headphone amplification of proceedings for hearing-impaired participants, jurors, and spectators. The system also allows courtroom participants to listen to confidential tape recordings.

When needed, a fully enclosed witness box (with access by a gate) should be provided to contain witnesses in custody.

Jury Box (USDC, USBC). Jurors should be able to see, be seen by, and hear attorneys, the judge, and witnesses. During examination of witnesses, all jurors should be able to see attorneys, litigants, and witnesses as close to full face as possible.

- The maximum allowable distance between a juror and a litigant sitting at a defense table across the courtroom well is 40 feet.
- If the witness stand is located to one side of an eighteen member jury box, it is considered that two rows of nine jurors would place jurors on the opposite end of the jury box too far from the witness stand.

Jurors should be adequately separated (six feet, minimum) from attorneys and litigants to prevent jurors from overhearing private conversations occurring at the litigants' tables. Provision of supplemental, selectable sound masking in the jury box should be provided.

Jurors should be adequately separated from the public to avoid interference or intimidation. At least six feet of space should separate the jury box and the rail dividing the spectator seating area and the courtroom well.

The floor level of the highest tier of the jury box should be at least one step (7 inch) lower than that of the judge's bench. The front row of the jury box should be on the same floor level as the courtroom well so physically handicapped jurors can enter the jury box unassisted.

The jurors' seating area should be partially enclosed including a modesty rail in front of the jury box. A fixed shelf on the outside surface of the jury box can be designed as an integral part of the jury box for resting exhibits.

Jurors should be provided with comfortable, upholstered, ergonomically designed, fixed-base, rocking, swivel armchairs. Juror's chairs should be fixed, 33 inches apart on-center, side-to-side; and 42 inches back-to-back, so the chair arms do not collide when the chairs swivel and to provide sufficient aisle space in front of each row of seats. In the 6-member jury trial courtrooms, 8 juror seats should be provided in the jury box; in the 12-member jury trial courtrooms, 16 juror seats should be provided, plus space for two additional movable chairs. The front row of the jury box should have a removable juror chair, which when removed allows space for a wheelchair.

Provision of a foot rail on each tier of the jury box should be considered to accommodate jurors of different heights.

Law Clerk Station. In trial courtrooms, the law clerk provides research assistance to the judge and can attend courtroom proceedings.

Appeals courtrooms should accommodate a workstation for at least three law clerks near the bench.

The floor level of the law clerk station should be at least two steps (14 inches) below that of the judge's bench; in trial courtrooms, the station should be set so that the judge and law clerk can easily see and confer with each other.

A worksurface (24 inches deep x 60 inches wide, minimum) should be provided at desk height; where more than one law clerk occupies a station, each clerk should be allocated a worksurface area at least 30 inches wide. Where a computer is used, a corner or side worksurface of sufficient size should be provided for the terminal, placed ergonomically for the clerk's comfort without obstructing essential sightlines. The front of the worksurface should have a rail, or barrier, (four inches, minimum) around it at the top to prevent paper and materials from falling to the floor.

Storage should be provided for the following:

- Files: In trial courtrooms, storage space for files must accommodate both letter and legal sizes. At least two 20-inch-deep file drawers should be provided.
- Office supplies: Lockable, storage drawers to accommodate legal sized pads should be provided. Drawer storage is also needed for pens, pencils, erasers, etc.

For each law clerk accommodated, the workstation generally includes a movable, swivel, upholstered clerical chair with adjustable seat height and back.

In trial courtrooms, a pass-through between the judge's bench and the law clerk station can be provided, to allow for convenient and inconspicuous transfer of documents and messages.

In trial courtrooms, the law clerk station should have an intercom or phone (with a flashing indicator instead of a bell) connected to the USMS office and the judge's chambers suite.

Bailiff Station (USCA). In some locations, the USCA requires a bailiff, who is responsible for preparing the courtroom prior to the start of proceedings, announcing cases to be heard, and operating the timing system and recording equipment.

Appeals courtrooms should accommodate a workstation for the bailiff near the judge's bench.

The floor level of the bailiff station should be at least two steps (14 inches) below that of the judge's bench, but the station should be set so that the judges and bailiff can easily see and confer with one another.

A worksurface (24 inches deep x 60 inches wide, minimum) should be provided at desk height. Where a computer terminal is used, a corner or side worksurface of sufficient size should be provided, ergonomically designed for the bailiff's comfort without obstructing essential sightlines. The front of the worksurface should have a rail, or barrier, (four inches, minimum) around it at the top to prevent paper and materials from falling to the floor.

Storage should be provided for the following:

- Office supplies: Lockable storage drawers to accommodate legal sized pads should be provided. Drawer storage is also needed for pens, pencils, erasers, etc.

The bailiff station generally includes a movable, swivel, upholstered clerical chair with adjustable seat height and back.

The bailiff station should have a silent duress alarm so the bailiff can alert a central security control room without being detected.

The bailiff station should have an intercom or phone (with a flashing indicator instead of a bell) connected to the USMS office and the U.S.C.A. Clerk's Office. The station should have a microphone connected to the courtroom's amplification/audio recording system.

Court Reporter/Recorder Station (USDC, USBC). The court reporter/recorder is responsible for recording court proceedings. The court reporter/recorder must see the facial expressions of witnesses, attorneys, and the judge and hear every word spoken; the station should be located close to the witness box.

The furniture and other equipment used by the court reporter/recorder can be movable so it can be rearranged easily to suit each court reporter or judge. The workstation should include a modesty panel.

Some court reporting/recording technologies require a worksurface as part of the station; such a worksurface should be sized to satisfy the specific requirements of that technology.

The station generally includes a movable, swivel, upholstered clerical chair with adjustable seat height and back.

Storage should be provided for the following:

- Machine tapes: A cabinet with an adjustable shelf and a drawer should be provided; the drawer should be at least six inches high and lockable.
- Stenographic equipment: A lockable built-in cabinet should be provided. Provision of an electrical outlet in the cabinet should be considered, to charge the battery of the stenographic equipment while it is being stored.

A variety of court reporting technologies are used regularly in the Federal Judiciary: manual shorthand, stenographic machines, computer-aided transcription, single- and multi-track audio recording, and voice writer. As an official record, video recording is still experimental, and its future is uncertain. Provision should be made for future electronic recording of proceedings, which will require substantial upgrading of electrical and audio facilities in the courtroom.

The power and data cabling requirements of the court reporter/recorder must be accommodated, while considering the station's requirement of mobility. Computer-aided transcription (CAT) systems require additional electrical outlets, and real-time transcription requires extensive LAN and electrical outlets.

U.S. Marshals Service Personnel. The USMS personnel are responsible for custody and movement of criminal defendants; the safety, security, and privacy of the judge, jurors, and some witnesses; security of the courtroom and safety of its occupants; and keeping order in the courtroom. The USMS personnel must be able to see all participants and the public.

USMS personnel generally do not have a fixed workstation in the courtrooms; usually they are provided with comfortable chairs that can be moved to suit the needs of a specific proceeding.

Attorneys' and Litigants' Stations. Attorneys' and litigants' stations are not fixed, but they are located within a defined area of the courtroom well.

In U.S.C.A. courtrooms, attorneys must see and hear other attorneys and be seen and heard by judges and the bailiff. In trial courtrooms, attorneys and litigants must see and hear and be seen and heard by one another, the judge, witnesses, jurors, the courtroom deputy clerk, and the court reporter/recorder.

In trial courtrooms, attorneys and their clients must be able to confer in private at their courtroom stations without being overheard by jurors, the witness, opposing attorneys and litigants, spectators, or others in the courtroom. Attorneys must be able to move easily within the well of the courtroom.

Each attorneys' station should have a worksurface (42 inches deep x 84 inches wide, minimum), allowing at least two linear feet per person.

In some trials, the in-custody defendant(s) must be manacled in the courtroom; provision should be made for eliminating jurors' view of the manacles, perhaps through use of modesty screens around each counsel table.

Each attorneys' station should be equipped with at least three movable, upholstered armchairs. Other movable swivel armchairs should be available during multi-litigant cases.

Each attorneys' station should have (or provision should be made for) a microphone connected to the courtroom's amplification/audio recording system. Wiring for microphones should be hidden from view as much as possible; lengthy runs of exposed wiring present a tripping hazard and detract from the decorum of the space.

Provision should be made for both present and future needs for power and data cabling at each attorneys' table. For example, if the court adopts real-time court reporting, each attorneys' table would be provided with a monitor linked to the court reporter's equipment. By permission of the judge, attorneys may use portable computers at or next to counsel tables.

A CCTV outlet for future viewing of exhibits should be provided in trial courtrooms.

Lectern. A movable height-adjustable lectern should be provided for attorneys.

The lectern should have (or provision should be made for) a microphone connected to the courtroom's amplification/audio recording system. The lectern should incorporate task lighting.

In appeals courtrooms, the lectern may be fixed. The lectern should also incorporate a clock and timer to notify attorneys of the time remaining for argument.

Spectator Area. The public has the right to attend most court proceedings and should be able to see and hear all participants as clearly as possible without intruding on the proceedings.

In a trial courtroom, the size of the spectator area depends to a large extent on the number of prospective jurors brought into the courtroom during jury selection.

Movable chairs for spectators should be avoided. At least one wheelchair space should be provided in the spectator area of each courtroom (see Uniform Federal Accessibility Standards).

For controversial and high-security trials, spectators entering the courtroom will be subject to additional screening; provision should be made for detection devices at the entrance to the spectator area from the public lobby to detect firearms, bombs, and other weapons.

A rail should divide the well and the spectator area; it should have an access gate to admit attorneys, witnesses, USMS and court security personnel, and other authorized persons to the well. The rail is optional in U.S.B.C. courtrooms.

Displays. A wall-mounted writing/display/projection surface, easily viewed by all court participants and spectators, should be provided and may be built into a wall. The surface should be easily accessible to the witness.

Both exhibit boards can be portable or, preferably, built-in. The boards can be integrated with the courtroom design by a flush swivel-mount display system including doors finished in the same material as the wall. When not in use, display boards should be covered by doors designed to match wall finishes.

Each board should be at least 54 inches high, 42 inches wide, and 36 inches above floor level. The angle of vision subtended at the boards should be greater than 30 degrees for clear viewing.

White magnetic dry-marker boards for charting, drawing, and holding paper exhibits and tackboard for cardboard exhibits should be provided. Storage for an adequate supply of magnetic strips, wipe-off markers, and cleaning cloths should be provided.

Projection of Images. Slide and movie projectors and video monitors and recorders should be stored at a central location for use in courtrooms.

A roll-up projection screen should be installed in the courtroom.

An electrical outlet should be provided at the anticipated location of any audio visual equipment.

A portable, collapsible projector stand should be considered for easy storage; a built-in stand can be recessed into a wall.

An x-ray viewer or a shadow box for presenting medical evidence can be integrated with courtroom wall design or can be portable to be shared by multiple courtrooms.

Clock. A clock should be located as directed by the judicial officer, with flexibility provided for future change.

Security

Security and Alarm Systems

The security and alarm systems protecting the courtrooms and associated areas consist of a combination of equipment arranged and interconnected with the USMS central security office.

Their power supply and grounding systems must be obtained from a special "clean power" source and be connected to a separately derived and dedicated grounding system.

Emergency Lighting

Standby power for emergency lighting to the courtrooms should be provided by battery/invertor units connected to an emergency generator.

Selected lighting fixtures within the courtroom should be connected to a "special distribution system" to provide an uninterrupted source of lighting in the event of a local feeder failure or a total building power outage. These units should be connected to a separate circuit breaker panelboard, all of whose circuits are connected to the battery/invertor system by a transfer switch.

Emergency lighting facilities must maintain a specified degree of illumination throughout the means of egress, but not less than 1 footcandle (approximately 10 lx), for 1 and 1/2 hours. At the end of that period, the illumination may decline to 0.6 footcandle (approximately 6 lx). This permits an orderly evacuation.

The judge's bench should not be spot lighted.

Location of Security and Alarm Systems

Judge's Bench. A silent duress alarm should be provided. The bench should be lined with anti-ballistic material, on all vertical sides.

Courtroom Deputy Clerk's Station. A silent duress alarm should be provided.

Main Entrance Door. For special high-threat courtrooms, the door contact should be connected to the USMS office. Provisions should be made for a walk-through metal detector and/or an x-ray machine. Such provisions can be limited to courtrooms where courthouse entrances offer no screening. Such a system requires installation of a 20-amp 120-volt AC receptacle on a dedicated security power system outside the courtroom entrance.

Secondary Egress Door. If egress is through public circulation, no special requirements are necessary. If egress is through restricted circulation, a delayed lock-release mechanism should be used accompanied by alarm and notification of security personnel.

Side Walls and Rear Wall of Courtroom. Provisions should be made for CCTV cameras in U.S.D.C. and U.S.D.C. magistrate judges' courtrooms, connected to the main security office. Emergency lighting should be provided.

Acoustics

Shape and Finishes

An acoustical enclosure should be provided that does not allow sound to be transmitted to adjoining spaces. When court is in session, participants in the proceedings must not be distracted by noise from outside the courtroom. The public has free access to the courtroom to attend proceedings; however, a soundlock should be provided to eliminate transfer of sound into and out of the courtroom when the main entry doors are opened.

Courtroom interiors should be designed to assure high speech intelligibility. Interior finishes should be selected and placed to control reverberation time (ideally 0.6-0.8 seconds). The echo effect should be avoided by installing an acoustical ceiling, sound-absorbent wall finishes, carpeting, or reducing a room dimension. Fabric seats are desirable to stabilize reverberation when occupancy is low. For larger courtrooms longer reverberation times may be appropriate. Design of courtroom wall and ceiling planes should address the following points:

- Acoustically reflective concave surfaces focus sound at the center point(s) of the curve and should be avoided; acoustically reflective convex surfaces disperse sound over a wide area.
- In large courtrooms, walls at the front of the courtroom should be of acoustically reflective materials so that sound generated from the judicial area is reflected to the spectator seating areas at the rear of the courtroom.
- If the ceiling at the front of the courtroom is curvilinear or irregular, it can be reflective; if the ceiling is flat, the geometry of the room determines where sound-absorptive materials should be placed and where reflection is necessary.
- Walls and ceilings at the rear of the courtroom (around the spectator seating area) can be finished with sound-absorptive materials to prevent the sound from reflecting back to the judicial area, creating an echo. In some cases, it can be appropriate to finish two walls or portions of walls at right angles with absorptive materials.

The courtroom should not be a long or narrow rectangle finished totally with sound-reflective materials. Such conditions can cause excessive acoustic fluttering. Reducing the room length, avoiding the use of long walls that are parallel their entire length, and finishing with appropriately selected and located absorptive materials can alleviate the problems caused by this phenomenon.

Noise Reduction

Surfaces. Choice of acoustical treatment depends primarily on the size and shape of the room. Ceiling treatment and acoustical treatment on selected wall surfaces can be necessary. Floors generally should be carpeted for acoustical control. Walls must be constructed to prevent sound transmission to and from adjoining spaces.

HVAC. Courtrooms should be located away from mechanical equipment rooms, with as large an intervening space as possible to minimize noise transmitted from the HVAC equipment to the courtroom. Low-velocity air flow with appropriate low-noise diffusers are recommended for distribution throughout the courtroom. Sound transmission into or out of the courtroom through the duct system should be isolated.

Noise Criteria (NC). The preferred range is NC25-NC35.

In courtrooms, the most important consideration is the level of direct sound reaching the listener. Since this sound level decreases with increasing room size and distance between the speaker and the listener, a lower NC value should be specified for larger courtrooms. Large trial and appellate courtrooms should have NC25.

Wall Isolation. The preferred range is 60-65 dB NIC.

Speech Privacy

In an NC30 space, the jury box should be at least 20 feet from the location at which bench conferences occur to provide adequate privacy for a bench conference with lowered voices. For greater privacy or shorter distances, a sound-masking system with loudspeakers located at the jury box should be provided that can be activated by a switch on the judge's microphone.

Heating, Ventilating and Air Conditioning (HVAC)

System Description and Control

A variable air volume (VAV) system should serve the courtroom and be sized to also serve the following areas associated with the courtroom:

- Judges' chambers suites.
- Trial jury suite.
- Prisoner holding facilities adjoining the courtroom.
- Miscellaneous areas and circulation spaces associated with the courtroom.

Each of these areas should have provisions for individual temperature control. Humidity should be controlled at the main air supply unit.

The air-handling system in the courtroom also should be designed to function as a smoke purge system. The smoke purge system should be activated either manually or by automatic smoke detectors located in the courtroom.

Air Distribution

Air distribution in the courtroom should be by an appropriate number of VAV boxes, each serving one or more diffusers. The boxes and diffusers should be selected to meet minimum ventilation requirements at no loads, with no appreciable increase in system noise during load changes. The well of the courtroom should be served by the required number of VAV mixing boxes; the area set aside for spectators should be served by a separate group of mixing boxes. The mixing boxes serving the spectator areas must be sized to serve the maximum allowable seating capacity plus 25%, to allow for extra seating.

If the courtroom is served by a fan system serving more than one courtroom, then the return air from each courtroom and its respective associated areas must be ducted directly to the unit.

The fan system, whether it serves a single courtroom or more than one courtroom, should be driven by a motor with a variable speed controller.

Temperature

Summer: The preferred range is 74 - 76°F with outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb.

Winter: The preferred range is 70 - 74°F with outdoor temperature equal to ASHRAE 99% design dry bulb.

Air Changes

Eight ACH for courtrooms with ceiling heights of 14-15 feet are required; six ACH for courtrooms with ceiling heights greater than 15 feet.

Outside Air

Twenty CFM per person are required.

Humidity Control

Summer: The preferred range is 45-55% relative humidity when outside air is at design temperature.

Winter: The preferred range is 25-35% relative humidity when outside temperature is ASHRAE 97.5%.

Lighting

Lighting System

The lighting of the courtroom should be designed not only to satisfy the recommended lighting levels but also to accommodate the possible future introduction of video recording equipment into the courtroom. This requirement introduces the need for the location of adjustable lighting units as part of the design to provide a component of vertical footcandles toward the front of the courtroom (judge, witness, jury) and for highlighting (flag, U.S. seal).

The use of tungsten halogen and/or metal halide sources should be considered to achieve higher lighting levels at improved efficiencies; however, caution must be exercised when using excessively bright sources such as tungsten halogen or ballasted lamps such as metal halide due to the potential noise problem and the potential for temporary (5-7 minutes) lamp failure resulting from momentary drops in voltage or loss of power.

The lighting system should have good color rendition, while avoiding the creation of bright spots on the ceiling plane. Modulation of lighting levels should be used to distinguish courtroom well and spectator areas.

Lighting Levels

General Lighting. Lighting levels in the courtroom should be variable and the installed system capable of providing a minimum of 30 FTC to a maximum of 75 FTC on a horizontal plane 30 inches above the floor. The system should be capable of dimming to accommodate the projection of exhibits; this level is determined by the video recording system's lowest operable light level, but it should be no lower than 1 FTC to meet the safety code.

Lighting levels in the spectator area should range from 30 to 40 FTC. Lighting in the main courtroom well area should be adjustable from 40 to 75 FTC, with lighting of vertical surfaces and adjustability of the light source location (e.g., light-tracks) provided. A level of 75 FTC provides adequate illumination for graphics such as photographs, graphs or maps when they are viewed on a wall-mounted display surface or when indistinct copies and very small print must be read.

Task Lighting. Individually controlled task lighting, variable from 30 to 75 FTC, should be provided at the lectern.

Lighting Controls

The lighting controls for the courtroom should be designed to accommodate the following conditions:

- In use, fully occupied.
- In use, no spectators.
- Not in use.
- Use of a slide projector or other device requiring a dimmed or darkened courtroom.

In addition to these conditions, the lighting control system should allow the intensity and type of lighting to vary at the discretion of the presiding judge. This is particularly applicable when adjustable incandescent lighting units are provided; some means of dimming or extinguishing them remotely should be provided.

Panelboards, conductors, and dimmers should be located in a service area outside the courtroom. Access to the lighting controls should be limited to court personnel. Lighting controls in the courtroom should be kept as simple as possible; they should range from key-operated switches, for courtrooms without dimming systems, to small dimmer consoles with pre-set modes, to accommodate the various conditions of occupancy. Circuit breaker panels should not be used to control lighting. When circuit breakers must be used as switches, they must conform to Articles 240-83(d), 380-11, and 410-81(b), NFPA 70-1990.

An over-ride switch must be located at the judge's bench and at the courtroom deputy clerk's station to allow instantaneous override of all dimming controls in an emergency.

The following lighting controls can be specified, depending on the size of the courtroom and the specific lighting arrangement and lamp types:

- A simple control arrangement consisting of one or more key-operated momentary contact switches controlling a series of circuits by means of a remote conductor and a split-bus panelboard. This method of control does not allow dimming.
- A more complex lighting installation consisting of a local wall box type electronic silicon-controlled rectifier (SCR) dimmers.
- Remote electronic dimmers with pre-set lighting arrangements, for large courtrooms with high ceilings.

Lighting controls must not be accessible to witnesses, jurors, attorneys, litigants, and the public. Where this is unavoidable, key-controlled light switches must be installed.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution

Normal. A panelboard (three-phase, four-wire) sized to serve the courtroom, the trial jury suite, and miscellaneous areas and circulation spaces associated with the courtroom should be provided.

This panelboard must serve all normal lighting and general power requirements of these areas. If service is obtained by a three-phase, 480-volt supply, the general 120-volt power requirements must be served from a 480-120/208 volt transformer and associated panelboard. The local system ground must be tied into the main building ground.

Capacity of the feeder serving the area should accommodate 25% load growth.

Special. A special separate and independent electrical distribution system must be provided and sized to serve the following electrical requirements of the courtroom and its associated areas:

- Outlets serving security system equipment and devices.
- Outlets serving equipment and/or devices connected to LAN and/or general area networks.

The electrical power serving this distribution system must be obtained from equipment specifically designed to provide "clean power," such as computer power centers, battery/invertor systems, or UPS systems.

Capacity of this special distribution feeder serving the area must accommodate 100% load growth.

This system should be connected to a separately derived "quiet" grounding system designed to serve only the equipment and outlets connected to the special electrical distribution system, except that the security power system must have its own grounding system.

Designated Outlets. Minimum requirements for the judge's bench:

- One quadriplex receptacle for general purposes (e.g., task lighting) at the judge's station.
- Locate one special receptacle connected to the special distribution system supplying "clean power" and dedicated to the judge's computer.

Minimum requirements for the courtroom deputy clerk's station:

- One quadriplex receptacle for general purposes (e.g., task lighting).
- Locate one special receptacle for the deputy clerk's computer;
- One special receptacle for the deputy clerk's printer;
- One special receptacle for the public address system amplifier if it is located at the deputy clerk's station and one duplex outlet.

Minimum requirements for the witness box:

- Locate one duplex outlet at the Witness Box.

Minimum requirements for the Jury Box:

- Locate one quadriplex receptacle, mounted on the inside of the enclosure, for general purposes.

Minimum requirements for the law clerk station: (for each law clerk accommodated).

- Locate one quadriplex receptacle for general purposes (e.g., task lighting);
- One special receptacle for a computer; and
- One special receptacle for a printer.

Minimum requirements for the bailiff station:

- Locate one quadriplex receptacle for general purposes, (e.g., task lighting;
- One special receptacle for a computer; and
- One special receptacle for a printer.

Minimum requirements for the Court Reporter/Recorder Station:

- Locate one quadriplex receptacle for general purposes (e.g., task lighting);
- One duplex receptacle to recharge the battery serving the electronic speech-recording equipment; and
- One special receptacle for the reporter's computer.

Minimum requirements for the attorneys' and litigants' stations:

- Locate multiple quadriplex receptacles for general purposes; and
- Multiple special receptacles for computers.

Miscellaneous:

- Locate duplex outlets at approximately 20-foot intervals along the walls of the courtroom.
- Locate additional outlets at appropriate locations to accommodate the use of the following equipment: slide projector, movie projector, video monitor, video recorder, and x-ray viewer.
- Floor boxes shall be located for several possible locations of the lectern, with built-in task lighting and a microphone outlet (and timing system, in the court of appeals).
- Place outlets to accommodate the future location of video cameras.
- Provide an outlet for a wall-mounted clock.

Audio

The sound-reinforcement system should have loudspeakers sized and located to provide an even level of sound reinforcement throughout the courtroom. Any courtroom in which the listener is more than approximately 30 feet from a speaker requires sound reinforcement, particularly toward the rear of the room. The sound-reinforcement loudspeakers must be oriented to project the majority of their energy into the direct field. Overlap should be calculated to reduce the contributions from adjacent speakers at least 6 dB below the on-axis contribution from the speaker nearest the listener. Microphone outlets should be located as required throughout the courtroom and capable of supplying accurate voice transmission signals to the public address system amplifier, to the electronic voice recording system, and to a future videotape sound recorder.

The audio system serving the courtrooms must consist of the following components. An amplifier (public address system) located at the courtroom deputy clerk's station or judge's bench.

Microphone outlets shall be located as follows:

- Judge's bench (at each station).
- Courtroom deputy clerk's station.
- Witness box.
- Jury box.
- Attorneys' and litigants' stations.
- Additional locations at the exhibit area, lectern, and court reporter/recorder's station.

The sound-reinforcement system must be acoustically balanced by a trained technician. Control over the frequency response of the system must not be accessible to court personnel who do not posses such training. Audio volume and on/off controls should be located at the judge's bench and/or at the courtroom deputy clerk's station. Microphones must be placed in conjunction with the loudspeakers. The microphone at the judge's position must have an on/off switch so that it can be silenced during bench conferences. Conductors from the audio system in the district courtrooms should be run to the U.S. Marshals Service cell area, with a junction box at the courtroom holding cell; connection also should be made to the central cell block.

Provision should be made for simultaneous translation using a wireless infrared system; this system should be integral with the courtroom's sound system, to allow headphone amplification of proceedings for hearing-impaired participants, jurors, and spectators and to allow courtroom participants to listen to confidential tape recordings.

The courtroom telephone system should be tied into the sound-reinforcement and electronic recording systems to accommodate telephonic proceedings, and it should accommodate conference calls and the use of a speakerphone.

Video

Provisions should be made for future videotaping of court proceedings.

Provisions should be made for the future installation of remotely operated video cameras at either side and at the rear of the courtroom. Provisions should be considered for a ceiling-mounted camera located over the front of the spectator area.

Power outlets must be provided adjacent to each of the video outlets. The video outlets must be connected to the video viewing/taping room containing recording equipment and controls.

Provisions should be made for conduit for video and audio connections between trial courtrooms, the adjacent prisoner holding cells, and the central cell area. Such provisions allow court proceedings to continue after a disruptive defendant has been removed without breaching the defendant's civil rights.

Communications

Telecommunications and intercom telephone features should be available by a telephone switch and distribution system dedicated to the courts facility.

Combination telephone and intercom telephone instruments should be located in the courtroom as follows:

- Judge's bench.
- Courtroom deputy clerk's station.
- Law clerk station.
- Bailiff station (if provided in the court of appeals).

An unobtrusively located instrument also should be made available to USMS personnel.

Data Transmission

Data transmission outlets must be arranged in local area network (LAN) configurations limited to individual courtrooms and their respective support areas. The individual LANs should be interconnected to general area or "corporate" networks, with provision for ultimate connection to a host computer established locally or accessed by leased telephone lines. The outlets comprising the LAN should be arranged either in a radial or in a loop configuration terminating in a centrally located terminal cabinet placed within a secure equipment closet.

Data transmission outlets should be located in the courtroom as follows:

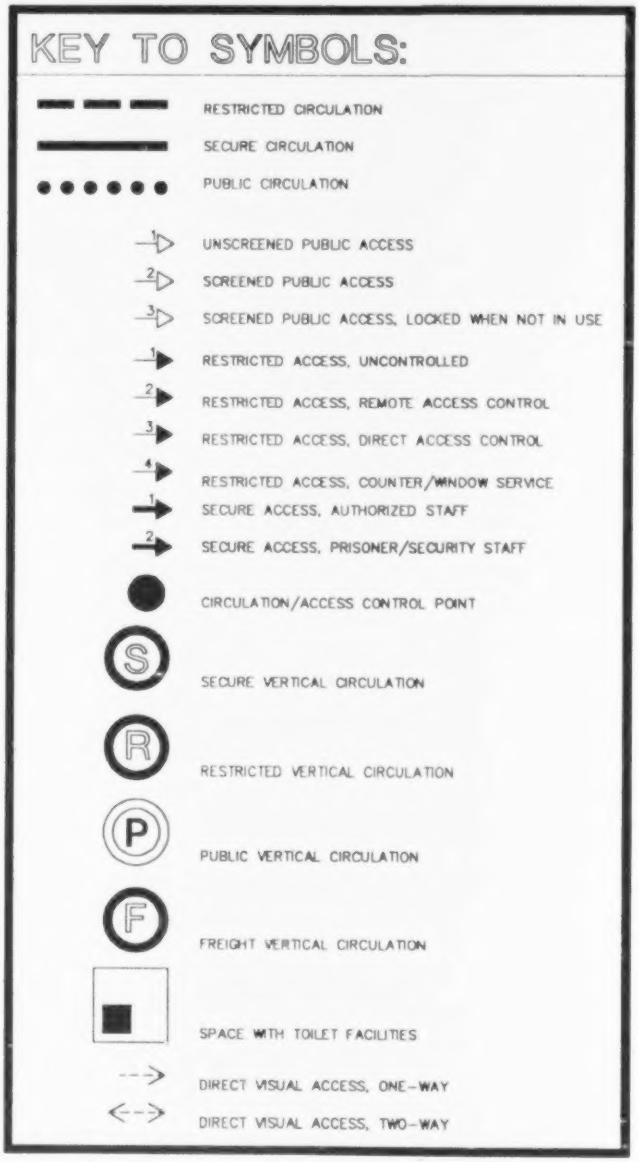
- Judge's bench.
- Courtroom deputy clerk's station.
- Court reporter/recorder's station.
- Attorneys' and litigants' stations.
- Law clerk's station.

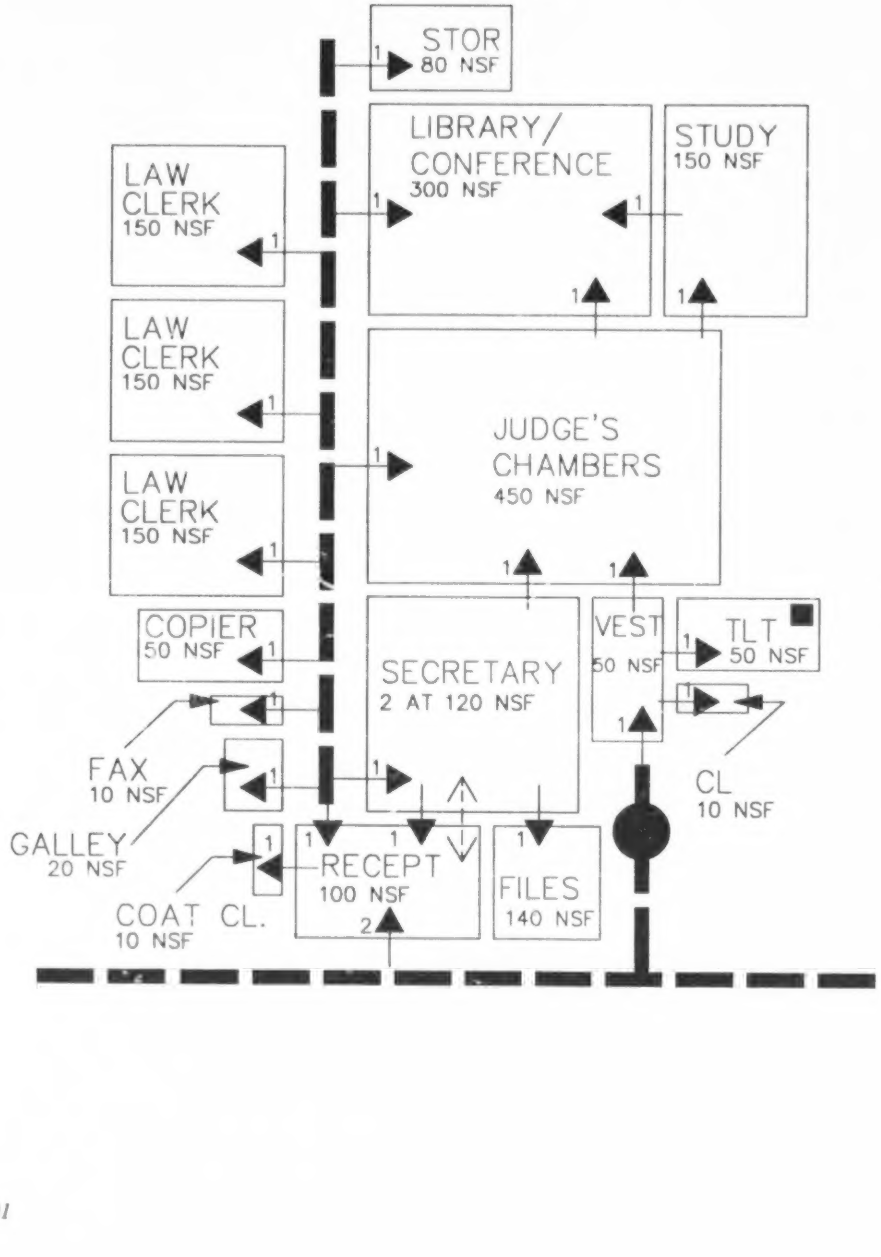
CHAPTER 4:
JUDGES' CHAMBERS SUITES

CHAPTER 4: JUDGES' CHAMBERS SUITES

This chapter contains spatial relationship, accessibility and circulation (SRAC) diagrams, design guide tables, and specific design guidelines for the judges' chambers suites for the U.S. Court of Appeals, the U.S. District Court, including U.S.D.C. Magistrate Judges, and the U.S. Bankruptcy Court.

Figure 4.1
U.S. Court of Appeals
Judge's Chambers Suite
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY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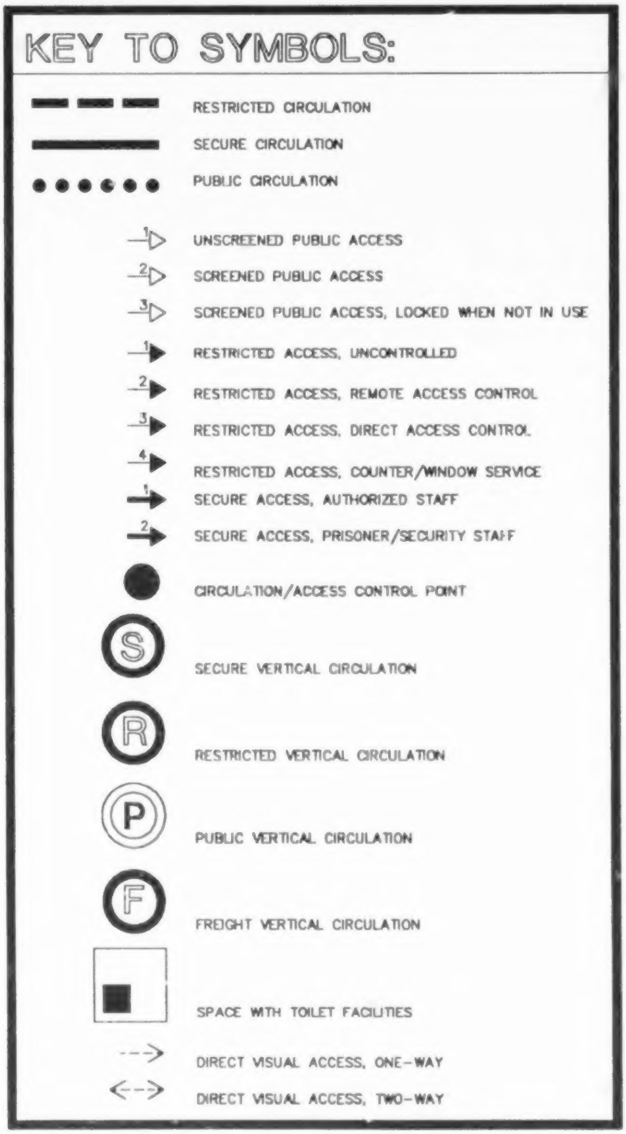
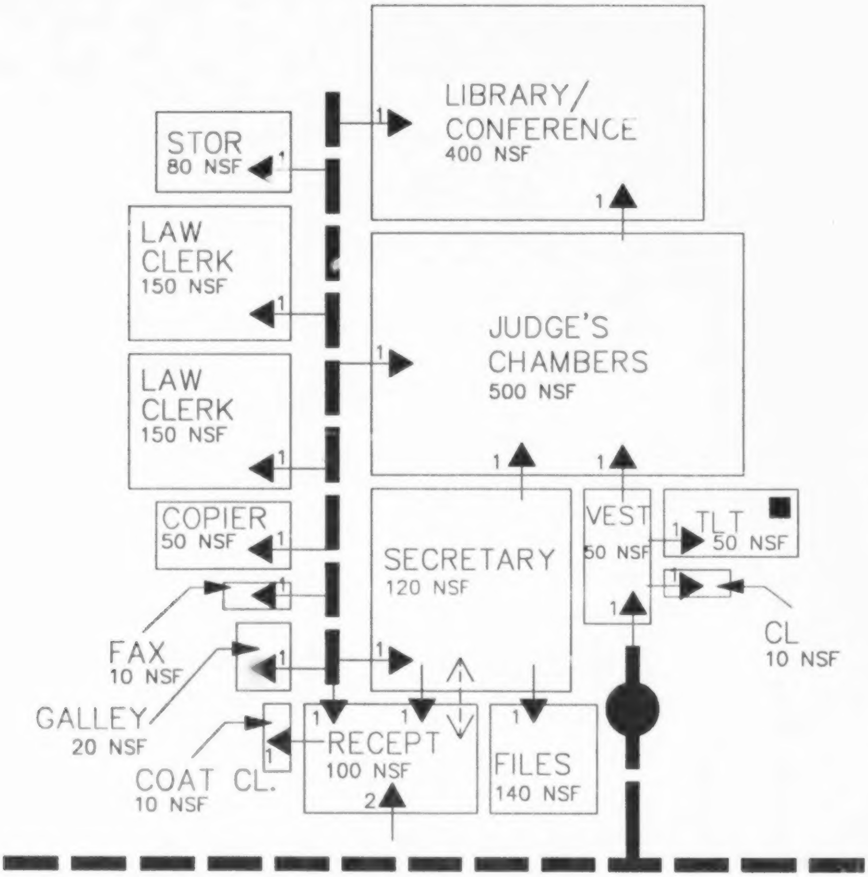
80 NSF
LIBRARY/
CONFERENCE
300 NSF
STUDY
150 NSF
LAW
CLERK
150 NSF
LAW
CLERK
150 NSF
LAW
CLERK
150 NSF
JUDGE'S
CHAMBERS
450 NSF
COPIER
50 NSF
SECRETARY
2 AT 120 NSF
VEST
50 NSF
TLT
50 NSF
FAX
10 NSF
GALLEY
20 NSF
COAT CL.
10 NSF
RECEPT
100 NSF
FILES
140 NSF
CL
10 NSF
1
2

Note:

1. Each USCA judge is allocated a total resident chambers area of 2,340 NSF (exclusive of internal circulation requirements), to be subdivided in any way desired as conditions require. This diagram illustrates only one such potential layout of chambers suite spaces.

Figure 4.2
U.S. District Court Judge's Chambers Suite SRAC Diagram

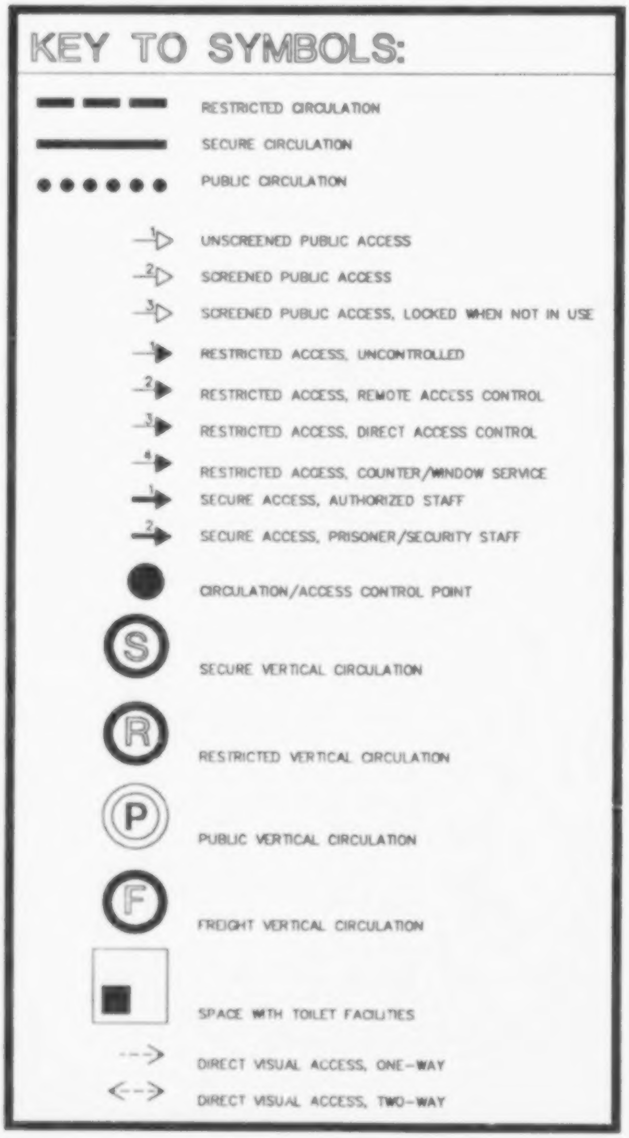

KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1 UNSCREENED PUBLIC ACCESS
2 SCREENED PUBLIC ACCESS
3 SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1 RESTRICTED ACCESS, UNCONTROLLED
2 RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3 RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4 RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1 SECURE ACCESS, AUTHORIZED STAFF
2 SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S SECURE VERTICAL CIRCULATION
R RESTRICTED VERTICAL CIRCULATION
P PUBLIC VERTICAL CIRCULATION
F FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY

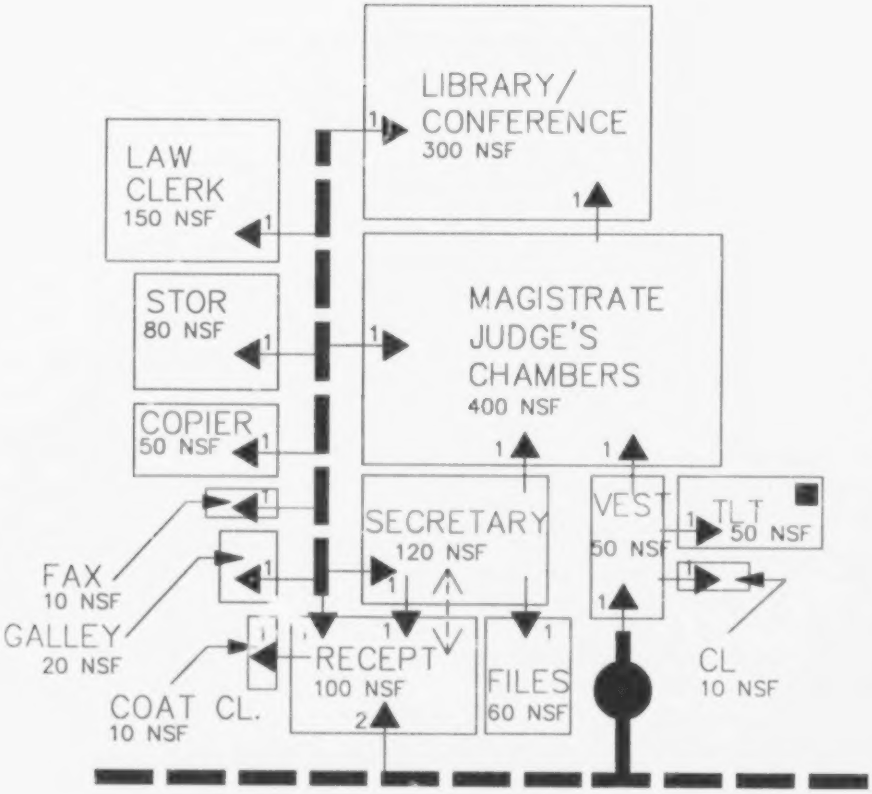

LIBRARY/
CONFERENCE
400 NSF
STOR
80 NSF
LAW
CLERK
150 NSF
LAW
CLERK
150 NSF
JUDGE'S
CHAMBERS
500 NSF
COPIER
50 NSF
SECRETARY
120 NSF
VEST
50 NSF
TLT
50 NSF
CL
10 NSF
FAX
10 NSF
GALLEY
20 NSF
COAT CL.
10 NSF
RECEPT
100 NSF
FILES
140 NSF
1
2

Note:

1. Each USDC judge is allocated a total resident chambers area of 1,990 NSF (exclusive of internal circulation requirements), to be subdivided in any way desired as conditions require. This diagram illustrates only one such potential layout of chambers suite spaces.

Figure 4.3
U.S. District Court
Magistrate Judge's Chambers Suite
SRAC Diagram

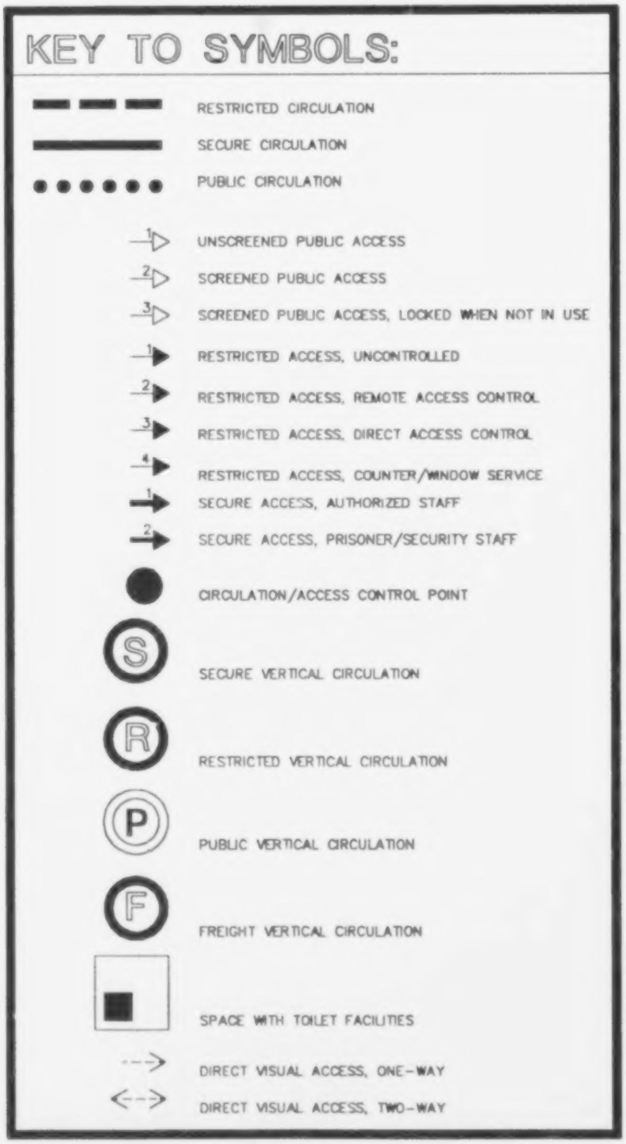

KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
UNSCREENED PUBLIC ACCESS
SCREENED PUBLIC ACCESS
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
RESTRICTED ACCESS, UNCONTROLLED
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
SECURE ACCESS, AUTHORIZED STAFF
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY

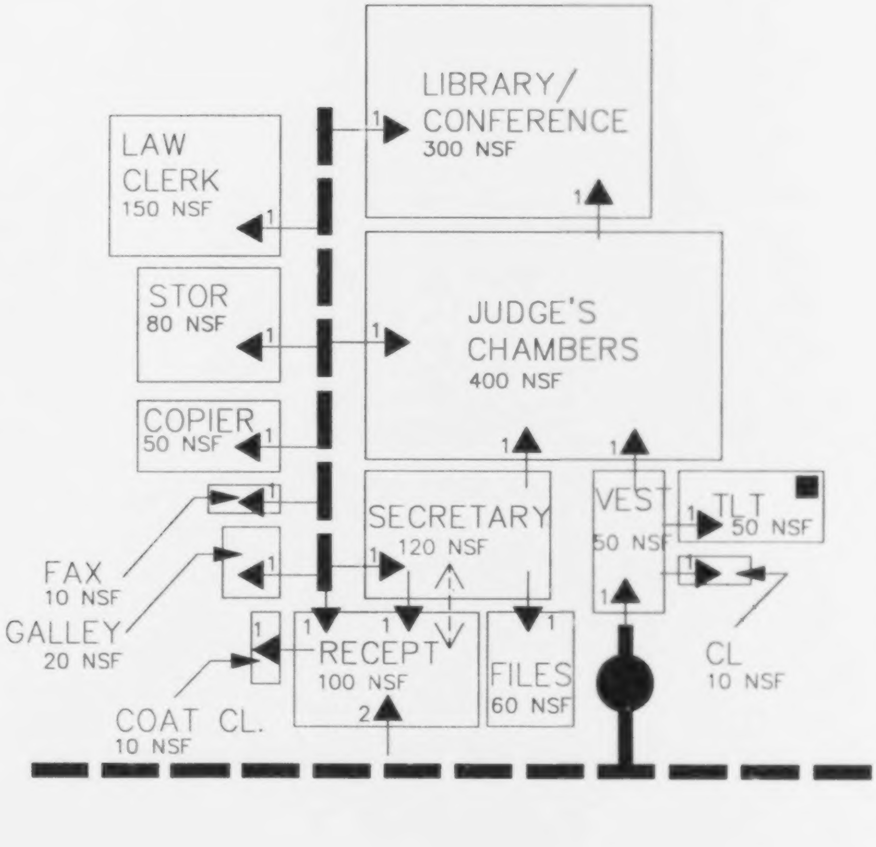

LIBRARY/
CONFERENCE
300 NSF
LAW
CLERK
150 NSF
STOR
80 NSF
COPIER
50 NSF
MAGISTRATE
JUDGE'S
CHAMBERS
400 NSF
SECRETARY
120 NSF
VEST
50 NSF
TLT
50 NSF
FAX
10 NSF
GALLEY
20 NSF
COAT CL.
10 NSF
RECEPT
100 NSF
FILES
60 NSF
CL
10 NSF
1
2

Note:

1. Each USDC magistrate judge is allocated a total resident chambers area of 1,560 NSF (exclusive of internal circulation requirements), to be subdivided in any way desired as conditions require. This diagram illustrates only one such potential layout of chambers suite spaces.

Figure 4.4
U.S. Bankruptcy Court
Judge's Chambers Suite
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY


LIBRARY/
CONFERENCE
300 NSF
LAW
CLERK
150 NSF
STOR
80 NSF
JUDGE'S
CHAMBERS
400 NSF
COPIER
50 NSF
SECRETARY
120 NSF
VEST
50 NSF
TLT
50 NSF
FAX
10 NSF
GALLEY
20 NSF
RECEPT
100 NSF
FILES
60 NSF
CL
10 NSF
COAT CL.
10 NSF
1
2

Note:

1. Each USBC judge is allocated a total resident chambers area of 1,560 NSF (exclusive of internal circulation requirements), to be subdivided in any way desired as conditions require. This diagram illustrates only one such potential layout of chambers suite spaces.

Table 4.1.a
Judges' Chambers Suites
Space, Furniture and Finishes

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		FINISHES H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
JUDGES' CHAMBERS SUITES								
USCA Judge's Chambers Suite	2,340 See Gen. Remarks							
USDC Judge's Chambers Suite	1,990 See Gen. Remarks							
USBC Judge/USDC Magistrate Judge's Chambers Suite	1,560 See Gen. Remarks							
Visiting/Non-Resident Judge's Chambers Suite	900 See Gen. Remarks							
JUDGES' CHAMBERS								
USCA Judge	—	**Movable:** Desk, swivel tilt chair, guest chairs (2), secondary work surface, coffee table, side tables, bookshelves (10 ranges*), conference table, conference chairs (6), sofa, floor/table lamps, provision for CRT and printer			Highest quality paint/wall covering: paneling wall paper millwork	Highest quality carpet	Acoustic	H
USDC Judge	500	**Movable:** Desk, swivel tilt chair, guest chairs (2), secondary work surface, coffee table, side tables, bookshelves (10 ranges*), conference table, conference chairs (6), sofa, floor/table lamps, provision for CRT and printer			Highest quality paint/wall covering: paneling wall paper millwork	Highest quality carpet	Acoustic	H
USBC Judge/USDC Magistrate Judge	400	**Movable:** Desk, swivel tilt chair, guest chairs (2), secondary work surface, coffee table, side tables, bookshelves (5 ranges*), conference table, conference chairs (4), sofa, floor/table lamps, provision for CRT and printer			Highest quality paint/wall covering paneling wall paper millwork	Highest quality carpet	Acoustic	H
JUDGES' CHAMBERS SUPPORT AREAS								
Study (USCA only)	—	**Movable:** Desk, swivel tilt chair, guest chairs, secondary work surface, coffee table, side tables, bookshelves (5 ranges), conference table, conference chairs, sofa, floor/table lamps, provision for CRT and printer			Highest quality paint/wall covering: paneling wall paper millwork	Highest quality carpet	coustic	H
Vestibule	50				Highest quality paint/wall covering: paneling wall paper millwork	Highest quality carpet	coustic	S

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* Where used on this table, the term "range" refers to a shelving unit for books, 7 shelves high and 36" wide, providing a total of 252 lineal inches of shelving.

Table 4.1.b
Judges' Chambers Suites
Access Control and Security

	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											
SPACES	PUBLIC	RESTRICTED	SECURE	**REMARKS**	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	**REMARKS**	**GENERAL REMARKS**
JUDGES' CHAMBERS SUITES																
USCA Judge's Chambers Suite																Each USCA judge is allocated a total resident chambers area of 2,340 NSF, to be subdivided in any way desired as conditions require.
USDC Judge's Chambers Suite																Each USDC judge is allocated a total resident chambers area of 1,990 NSF
USBC Judges/USDC Magistrate Judge's Chambers Suite																Each USBC judge and USDC magistrate judge is allocated a total resident chambers area of 1,560 NSF
Visiting/Non-Resident Judge's Chambers Suites																Each visiting or non-resident judge's chambers suite is allocated a total area of 900 NSF, to be subdivided in any way desired as conditions require
JUDGES' CHAMBERS																
USCA Judge		1					☐						☐	☐	If located at ground floor level, exterior windows may use ballistic-resistant glazing	Each USCA judge is allocated a total resident chambers area of 2,340 NSF, to be subdivided in any way desired as conditions require. The types and sizes of areas set forth here are intended to provide guidance only.
USDC Judge		1					☐						☐	☐	If located at ground floor level, exterior windows may use ballistic-resistant glazing	Each USDC judge is allocated a total resident chambers area of 1,990 NSF, to be subdivided in any way desired as conditions require. The types and sizes of areas set forth here are intended to provide guidance only.
USBC Judge/USDC Magistrate Judge		1					☐						☐	☐	If located at ground floor level, exterior windows may use ballistic-resistant glazing	Each USBC judge and each USDC magistrate judge is allocated a total resident chambers area of 1,560 NSF, to be subdivided in any way desired as conditions require. The types and sizes of areas set forth here are intended to provide guidance only.
JUDGES' CHAMBERS SUPPORT AREAS																
Study (USCA only)		1		Off of chambers			☐						☐	☐		
Vestibule		1		Off of chambers												May provide second egress from chambers to private circulation

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 4.1.c
Judges' Chambers Suites
Acoustics and Communications

SPACES	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
JUDGES' CHAMBERS SUITES																			
USCA Judge's Chambers Suite																			
USDC Judge's Chambers Suite																			
USBC Judge/USDC Magistrate Judge's Chamber Suite																			
Visiting/Non-Resident Judge's Chambers Suite																			
JUDGES' CHAMBERS																			
USCA Judge	35	0.4-0.6		50	Requires acoustically rated doors				☐	☐	☐	☐	☐					☐	Provide MATV or cable TV outlet in each judge's chambers
USDC Judge	35	0.4-0.6		50	Requires acoustically rated doors				☐	☐	☐	☐	☐					☐	Provide MATV or cable TV outlet in each judge's chambers
USBC Judge/USDC Magistrate Judge	35	0.4-0.6		50	Requires acoustically rated doors				☐	☐	☐	☐	☐					☐	Provide MATV or cable TV outlet in each judge's chambers
JUDGES' CHAMBERS SUPPORT AREAS																			
Study (USCA only)	35	0.4-0.6		50	Requires acoustically rated doors				☐	☐	☐	☐	☐					☐	Provide MATV or cable TV outlet in each
Vestibule												☐							

Table 4.1.d
Judges' Chambers Suites
HVAC and Lighting

SPACES	HEATING, VENTILATION AND AIR CONDITIONING									LIGHTING						GENERAL REMARKS
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		
	S	W	S	W							FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER	
JUDGES' CHAMBERS SUITES																(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%. (5) Each judge and his/her designer will determine lighting types and controls.
USCA Judge's Chambers Suite																
USDC Judge's Chambers Suite																
USBC Judge/USDC Magistrate Judge's Suite																
Visiting/Non-Resident Judge's Chambers Suite																
JUDGES' CHAMBERS																
USCA Judge	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85				50-100	(5)	(5)	(5)	(5)	
USDC Judge											50-100	(5)	(5)	(5)	(5)	
USBC Judge/USDC Magistrate Judge											50-100	(5)	(5)	(5)	(5)	
JUDGES' CHAMBERS SUPPORT AREAS																
Study (USCA only)	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85				50-100	(5)	(5)	(5)	(5)	
Vestibule											20-25	(5)	(5)	(5)	(5)	

Table 4.2.a
Judges' Chambers Suites
Space, Furniture and Finishes

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		FINISHES H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
JUDGES' CHAMBERS SUPPORT AREAS (cont'd)								
Private Toilet	50	**Built-In**: WC, lavatory, medicine cabinet, towel rack, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet w/drawers, mirror; shower may be provided at the discretion of the judicial officer (if a shower is provided, it should be equipped with a soap dish, a shampoo shelf, a wash cloth bar, and a shower curtain and rod or a glass shower door)	Medicine cabinet, storage cabinet	18" deep	Durable medium quality wall covering	Vinyl/ cer tile	Paint/ acoustic	S
Closet	10	**Built-In**: Shelves, coat rod	Shelves	18" deep	Paint	Highest quality carpet	Paint/ acoustic	S
CLERICAL/SUPPORT AREAS								
Reception Area	100	**Movable**: Lounge chair(s)/sofa(s) (minimum seating capacity: 6), side tables, coffee table, floor/table lamps			High quality paint/wall covering	Highest quality carpet	coustic	S
Coat Closet	10	**Built-In**: Shelves, coat rod	Shelves	18" deep	Paint	Vinyl/Highest quality carpet	Paint/ acoustic	S
Secretarial Workstation	120	**Movable**: Desk, swivel chair, secondary worksurface, CRT & printer, typewriter	Drawers		High quality paint/wall covering	Highest quality carpet	Acoustic	S
File Storage Area USDC USDC Magistrate Judge USBC	 140 60 60	**Movable**: File cabinets	Lateral files				Acoustic	S
Facsimile Machine Area	10	**Movable**: Work surface/stand, storage below	Cabinet				Acoustic	S
Copier Area	50	**Movable**: Copier stand with supply shelves, work table	Paper storage shelf				Acoustic	S
Storage	80	**Built-In**: Shelving on 2-3 walls	Open shelves	12" deep	Paint	Vinyl	Paint/ acoustic	S
Galley	20	**Built-In**: Counter, sink, cabinets above and below **Movable**: Accommodation for microwave oven AND refrigerator	Storage cabinets for supplies	18" deep	High quality paint/wall covering	Vinyl/Highest quality carpet	Acoustic	S
LAW LIBRARY/ CONFERENCE ROOM								
USDC Judge	400	**Movable**: Bookshelves (18 ranges*), conference table, conference chairs			High quality paint/wall covering	Highest quality carpet	Acoustic	H
USBC Judge/USDC Magistrate Judge	300	**Movable**: Bookshelves (14 ranges*), conference table, conference chairs					Acoustic	H
OTHER SUPPORT OFFICES								
Law Clerk's Office	150	**Movable**: Desk, swivel chair, guest chair, bookshelves (5 ranges*), secondary work surface, provision for CRT and printer	Filing cabinets		High quality paint/wall covering	Highest quality carpet	Acoustic	S
Courtroom Deputy Clerk's Office	150	**Movable**: Desk, swivel chair, bookshelf (1 range*), secondary work surface, provision for CRT, printer, and typewriter	Filing cabinets	Lateral, 5-drawer			Acoustic	S

* Where used on this table, the term "range" refers to a shelving unit for books, 7-shelves high and 36" wide, providing a total of 252 lineal inches of shelving

Table 4.2.b
Judges' Chambers Suites
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											GENERAL REMARKS
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	REMARKS	
JUDGES' CHAMBERS SUPPORT AREAS (cont'd)																
Private Toilet		1		Off of vestibule												If shower is provided, it should be equipped with a soap dish, a shampoo shelf, a wash cloth bar, and a shower curtain and rod or glass shower door
Closet		1		Off of vestibule												
CLERICAL/SUPPORT AREAS																
Reception Area		2		Off of private circ											Provide CCTV camera & security intercom outside entry to reception area	
Coat Closet		1		Off of reception												
Secretarial Workstation		1		Adjacent to reception		☐	☐	☐				☐				USCA judge/USDC chief judge: 2 secretaries each; other judges/ magistrates: 1 secretary each
File Storage Area USDC USDC Magistrate Judge USBC		2		Near secretary												
Facsimile Machine Area		1														
Copier Area		1														
Storage		1														Supplies storage
Galley		1														
LAW LIBRARY/CONFERENCE ROOM																
USDC Judge		1		Accessed from chambers and staff circulation												
USBC Judge/USDC Magistrate Judge		1		Accessed from chambers and staff circulation												
OTHER SUPPORT OFFICES																
Law Clerk's Office		1				☐ (1)	☐ (1)	☐ (1)				☐ (1)			(1) Provide second set of security devices at only one law clerk's office	USCA: 3, USDC: 2, magistrate: 1, USBC: 1, USDC chief judge: 3
Courtroom Deputy Clerk's Office		1														May be located with chambers or at Clerk's Office, depending upon local preference

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 4.2.c
Judges' Chambers Suites
Acoustics and Communications

SPACES	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
JUDGES' CHAMBERS SUPPORT AREAS (cont'd)																			
Private Toilet					Treat all pipe penetrations for high transmission loss							☐							
Closet																			
CLERICAL/SUPPORT AREAS																			
Reception Area	40				High masking level to increase privacy from interior				☐	☐	☐	☐							
Coat Closet																			
Secretarial Workstation	35			40					☐		☐	☐	☐	☐					
File Storage Area USDC USDC Magistrate Judge USBC																			
Facsimile Machine Area									☐	☐	☐	☐							
Copier Area				40	Should be sound isolated from office work stations				☐	☐	☐	☐							
Storage																			
Galley												☐							
LAW LIBRARY/CONFERENCE ROOM																			
USDC Judge	35	0.5-0.6	0.8	60					☐	☐	☐	☐	☐	☐					
USBC Judge/USDC Magistrate Judge	35	0.5-0.6	0.8	60					☐	☐	☐	☐	☐	☐					
OTHER SUPPORT OFFICES																			
Law Clerk's Office	35	0.5-0.6		45					☐	☐	☐	☐	☐						
Courtroom Deputy Clerk's Office	35	0.5-0.6		45					☐	☐	☐	☐	☐						

Table 4.2.d
Judges' Chambers Suites
HVAC and Lighting

SPACES	HEATING, VENTILATION AND AIR CONDITIONING									LIGHTING						GENERAL REMARKS
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		
	S	W	S	W							FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER	
JUDGES' CHAMBERS SUPPORT AREAS (cont'd)																(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%. (5) Each judge and his/her designer will determine lighting types and controls.
Private Toilet	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85					(5)	(5)	(5)	(5)	
Closet												(5)	(5)	(5)	(5)	
CLERICAL/SUPPORT AREAS																
Reception Area	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85				50-75	(5)	(5)	(5)	(5)	
Coat Closet																
Secretarial Workstation											60-75					
File Storage Area USDC USDC Magistrate Judge USBC											60-75					
Facsimile Machine Area											60-75					
Copier Area																
Storage											20-30					
Galley	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85				20-30					
LAW LIBRARY/CONFERENCE ROOM												(5)	(5)	(5)	(5)	
USDC Judge	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75					
USBC Judge/USDC Magistrate Judge	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75					
OTHER SUPPORT OFFICES																
Law Clerk's Office	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75	(5)	(5)	(5)	(5)	
Courtroom Deputy Clerk's Office	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75					

Users

U.S. Court of Appeals

- Chief judge, three law clerks, three judicial secretaries, plus up to six visitors.
- Judge, three law clerks, two judicial secretaries, plus up to two visitors.

U.S. District Court

- Chief judge, three law clerks, two judicial secretaries, plus 6-10 visitors.
- Judge, two law clerks, one judicial secretary, plus 6-10 visitors.
- Magistrate judge, one law clerk, one judicial secretary, plus 6-10 visitors.

Each suite can also require a courtroom deputy clerk's work area within or close to the chambers suite.

U.S. Bankruptcy Court

- Judge, one law clerk, one judicial secretary, plus 6-10 visitors.

Each suite can also require a courtroom deputy clerk's work area within or close to the chambers suite.

Functions/Activities

The chambers suite includes the judge's private chambers (with an adjoining private toilet, closet, and vestibule), a library/conference room, and the work areas, offices, and other ancillary spaces used by the judge and the support staff.

The chambers suite functions to receive and screen visitors; provide research space and facilities for the law clerks, conveniently located near the judge; provide nearby clerical work space and facilities for the judge's secretary; provide convenient storage for files used by the judge and the staff; provide storage for staff's and visitor's coats and other belongings; provide a small galley for coffee and light food preparation; and provide space for a copier, a printer, and other equipment near the secretaries and law clerks.

In addition to the support staff listed above, many judges also employ unpaid law school externs/interns. Although the guidelines that follow do not formally designate work spaces for externs/interns, workstations oftentimes are provided for them in the suite's library/conference room.

A judge's chambers is a space in which a judge can work or confer with others in privacy. It is a space the judge also uses for reading, writing, research, and relaxation.

Accessibility

The judge's suite should be accessible only through restricted (private) circulation. Each judge's chambers suite should be provided with CCTV and remote-controlled electric strike locks capable of screening visitors prior to their being admitted to the suite; the system should be monitored and controlled from the secretary's workstation and from one of the law clerks offices. Each suite should be conveniently and privately accessible to the judge's courtroom and its ancillary areas.

Space Size

The chambers suite is a highly individualized group of spaces, designed under the guidance of the judge to best meet his/her specific needs. Except for the total net square footage allotted to each type of judicial officer, the spatial allocations listed below are intended only as a guide. It should be noted that the total net areas specified below exclude the space required to accommodate internal circulation among the listed spaces. The amount of internal circulation space required varies with the actual chambers suite layout, but an additional factor of not less than 20% can be applied during preliminary planning.

It should also be noted that the number of spaces shown on the SRAC diagrams is intended only as illustration; the actual number of spaces required for a specific facility is determined in the building program.

Table 4.3
Areas of Chambers Suites in Net Square Feet

	U.S.C.A. Judge	U.S.D.C. Judge	U.S.D.C. Magistrate Judge	U.S.B.C. Judge
Reception Area	■	100	100	100
Closet	■	10	10	10
Secretarial Area	■	120	120	120
Files Area	■	140	60	60
Fax Area	■	10	10	10
Copier Area	■	50	50	50
Storage	■	80	80	80
Galley	■	20	20	20
Judge's Chambers	■	500	400	400
Judge's Study (USCA)	■	-	-	-
Vestibule/toilet/closet	■	110	110	110
Library/Conference Room	■	400	300	300
Law Clerk Station (2 for U.S.D.C. judge)	■	300	150	150
Courtroom Deputy Clerk's Station (if included in suite)		150	150	150
Total NSF	2,340	1,990	1,560	1,560

* U.S.C.A. chambers suites probably include each of these spaces.

** A non-resident or visiting judge's chambers should be 900 NSF, subdivided at the judge's discretion.

Design Requirements

General Design Elements

Total enclosure is necessary for acoustical and visual privacy, to protect confidentiality, and to prevent distraction.

An entrance directly off restricted circulation should be provided, with a soundlock to ensure confidentiality.

Fenestration is desirable, particularly an exterior view from chambers and other work spaces. However, natural light should be controlled to eliminate excessive brightness or undesirable heat gain.

Furnishings. Visitor seating in the reception area typically is movable, upholstered armchairs, with a couch for larger reception areas. One similar chair generally is provided in each law clerk office for visitors.

Staff seating typically is movable, upholstered, back-supporting, adjustable-height, swivel chairs on five-caster bases; armchairs are provided for law clerks, and steno or armchairs for secretaries.

Finishes. Wall design should consider acoustics for internal speaking, light reflectance, and contrast; finishes should give an impression of fine quality in the space. Ceiling design should consider acoustics and light reflectance; the ceiling should give an impression of quality. Floors should be carpeted and give an impression of quality.

Security. A CCTV camera, intercom, and electric door strike should be provided at the visitor entry door to the suite; the system should be monitored and controlled from the secretary's workstation and from one of the law clerks offices.

Power and Communications. Connections should be provided at each workstation for data/telephone/intercom, a typewriter, a personal computer, an individual printer, an adding machine/calculator, a clock, and personal accessories. Additional outlets should be provided in reception and circulation areas, and for the shared printer and galley areas.

Equipment. The judge and staff each use a personal computer linked in a local area network (LAN). Two laser printers are typically used in the suite: one in the secretary's work area and one strategically placed elsewhere.

Specific Design Elements

Secretary's Work Area. The secretary's work area should be located to allow the entrance to the suite to be monitored continuously.

Space for a computer printer should be conveniently accessible from the secretary's work area but separate from the reception area, to maintain confidentiality of documents being printed.

Law Clerk Office(s). A separate office for each law clerk should be provided. Alternatively, clerks can be provided with semi-private workstations, either in alcoves or separated by modular partitions, bookcases, etc., depending on their judge's preference.

Library/Conference Room. The library/conference room is used by the judge and law clerks to research and discuss cases, as well as by the judge to meet with other court staff or attorneys; it may also house workstations for externs/interns. The area's bookshelves should accommodate at least 18 ranges (each 3 feet wide and six or seven shelves high) for U.S.D.C. judges and 14 ranges for U.S.D.C. magistrate judges and U.S.B.C. judges. The area should also be provided with a conference table and chairs to accommodate up to 12 people.

Judge's Chambers. Each judge typically has a movable desk at least 36 inches deep by 72 inches wide. If the judge uses a typewriter or computer terminal space for an additional surface at least 20 inches deep and 42 inches wide should be provided. Because judges usually have a number of files in their work area, space for a surface behind the judge at least 20 inches deep by 72 inches long should be provided on which to spread out documents and files; this surface may be built-in or movable.

Because judges meet with attorneys, judges, and others, space for a separate conference table for such meetings should be provided. The table should be large enough to accommodate five to eight persons and should be placed to separate the conference activities from the judge's personal work area and to protect confidentiality of other cases.

Seating for all work surfaces typically is movable, back-supporting, upholstered armchairs. The judge's chair should swivel and rock on a five-caster base.

Within the judge's chambers, storage should be provided for the following:

- The judge's personal belongings: In hanging space and shelf space; storage should be lockable.
- Office supplies: In drawers or cabinets, convenient to the primary worksurface and at least 14 inches in one dimension to accommodate legal-sized pads and files.
- Files: They may be located outside the chamber but should be nearby; all file storage should be lockable.
- Books: Judges require sets of law books, which require shelving located nearby.

A private toilet room should be provided for the judicial officer's use, in conjunction with a soundlock/vestibule. The private toilet should be equipped with a water closet, wash basin, mirror and cabinet, undersink cabinets with drawers, paper towel dispenser, toilet paper holder, soap dispenser, towel bar, and waste receptacle. A shower can be provided at the discretion of the judicial officer. If a shower is provided, it should be equipped with a soap dish, a shelf for shampoo, a wash cloth bar, and a shower curtain and rod or glass shower door. The soundlock/vestibule should also provide a secondary egress/ingress from the chambers to a restricted circulation area.

U.S.C.A. judges sometimes require a private study off their chambers; the study must accommodate functions similar to those of chambers.

Storage in the suite's general work area should be provided for the following:

- Documents should be accommodated in lateral files or other appropriate filing equipment.
- A closet convenient to the reception area should provide hanging and shelf space for visitor's and staff's coats and other belongings.
- General office supplies.
- Coffee/refreshment supplies.
- All staff members, including the secretary, should be provided with at least one range of bookshelves.

Security

Security and Alarm Systems

The security and alarm systems for the judge's chambers and suite must function as an integral part of the security and alarm systems for the total facility. The installation in the chambers suite consists of an entry-control system and concealed silent duress devices under the secretary's desk, the judge's desk, and one of the law clerk desks.

An entry-control system consists of a CCTV camera and monitors, an intercom, and an electric door strike on the visitor entry door. Access to the suite is controlled by the secretary (with backup by at least one of the law clerks), who is responsible for identifying visitors before admitting them to the suite's reception area.

Location of Security and Alarm Systems

Main Entrance Door. A CCTV camera must be provided in the corridor outside the door. A doorbell with intercom speaker must connect to the reception workstation and at least one of the law clerk workstations. The door must include an electric "fail-strike secure" door lock.

Secretary/Receptionist's Desk. A CCTV monitor must be provided, as well as a door release pushbutton, an intercom speaker, and a silent duress alarm button.

Judge's Desk. A silent duress alarm button must be provided.

Law Clerk Work Station. At one station only, a CCTV monitor must be provided, as well as a door release pushbutton, an intercom speaker, and a silent duress alarm button.

Emergency Lighting

Standby power for emergency lighting should be provided by battery/invertor units for selected lighting units in the judge's chambers, library/conference room, and circulation spaces within the suite.

Door Locks

As noted above, the main entrance door should be equipped with a fail-secure electric strike door lock. Other doors to private offices and storage areas should have key locks, with the entire suite keyed from a sub-master.

Acoustics

Finishes and Construction

Choice of sound-absorptive wall treatments depends on the required reverberation time for a space and on the required degree of privacy. Within limits, increasing a room's sound absorption increases the noise reduction between the source and the receiving room; therefore privacy, or intelligibility, is related in part to sound absorption. (It also depends on partition transmission loss and background noise in the receiving room, of course.) In this case, the range of the sound absorption coefficients is a function of the room's size, the required privacy, and the specified reverberation time.

Full ceiling treatment is recommended; sound absorption on walls can be necessary also to control echoes. However, walls must be properly constructed to prevent sound transmission to adjoining spaces, both inside and outside the suite.

Noise producing office equipment should be placed in separate areas surrounded by either walls or sound-absorbent partitions. Sound-absorbing wall treatments should be provided in these equipment spaces.

All partitions forming the perimeter of the suite, the judge's chamber, and the conference/library room must be slab-to-slab

Acoustic Privacy Requirement

Design should achieve the following grades of acoustic separation.

Inaudible. Entire chambers suite, judge's private chambers and toilet, library/conference room.

Confidential. Law clerk offices, courtroom deputy clerk's office.

Normal. Reception area, secretarial workstation.

Minimal. All other areas.

Noise Reduction

Noise Criteria (NC). The preferred range is NC35, except NC40 in the reception area to mask sound from private, interior spaces.

HVAC. To ensure that no noise or conversation intrudes from one space to another, all openings carrying piping through the slab or through partitions must be sealed with flexible caulk. All air ducts leading to and from sensitive spaces must be acoustically treated with 2 inches of duct lining for a distance of at least 12 feet from the diffuser. This ensures minimal transmission of conversation out of sensitive conference spaces

Plumbing runs should be isolated from noise-sensitive spaces. Waste lines should be cast iron.

Wall Isolation (dB NIC) Criteria

Provide 55dB for judge's chambers; 45dB for law clerk offices; 55dB for library/conference room, with an acoustically rated door; and 40dB for other spaces.

Reverberation Time Criteria

Reverberation time must be less than 0.6 seconds in the judge's chambers, the library/conference room and support offices.

RASTI

Provide 0.8 in the library/conference room.

Heating, Ventilating and Air Conditioning (HVAC)

System Control

The system serving the judge's chambers should be sized to include the library/conference room, law clerk offices, secretarial suite, and reception area.

On those projects designed with an all-air system, the judge's chambers suite should be fed from the same variable air volume (VAV) system as the associated courtroom to facilitate off-hours use (e.g., evenings, weekends) of the chambers suite/courtroom local system.

Air Distribution

Air distribution systems in the chambers should provide a high degree of individual control and acoustical privacy. This should be accomplished either by an appropriate number of VAV boxes serving one or more diffusers or by a combination of fan coil units and mixing boxes sized to satisfy the loads. Return air from the chambers suite must be ducted directly toward the return air shaft for a minimum distance of 15 feet. Ductwork should be acoustically treated to meet the acoustical design criteria.

Temperature

Summer. The preferred range is 74-76°F with outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb.

Winter. The preferred range is 70-74°F with outdoor temperature equal to ASHRAE 99% design dry bulb.

Humidity Control

Summer. The preferred range is 45-55% relative humidity when outside air is at design temperature.

Winter. The preferred range is 25-35% relative humidity when outside temperature is ASHRAE 97.5%.

Lighting

Lighting System

The lighting and lighting control systems for the judge's chambers suites are individually determined by the judge in consultation with an architect, engineer, or lighting designer. The installation, however, should be designed according to the specific criteria listed below.

Special considerations in lighting design include veiling reflections on reading materials, color rendition, and implication of mood-affecting impressions of the quality in the space.

Lighting Levels

General Lighting. Lighting levels are shown here in footcandles (FTC)

- Judge's Chambers: 50-100 FTC.
- Library/Conference Room: 60-75 FTC.
- Law Clerk Offices: 60-75 FTC.
- Secretarial Work Area: 60-75 FTC.
- Circulation Spaces: 20-25 FTC.
- Storage Spaces: 20-30 FTC.

Task lighting. This lighting should be variable to 100 FTC.

Electrical, Audio, Video, Communications and Data Transmission

Electrical Distribution

Normal. Electrical service serving the suite should be obtained from a local panelboard (three-phase, four-wire) sized to serve all areas associated with the suite.

This panelboard must serve all normal lighting and general power requirements of the suite areas. Capacity of the feeder serving the area must accommodate a 25% load growth.

Special. A special separate and independent electrical distribution system, must be provided and sized to serve the following electrical requirements of the judge's chambers suite:

- Outlets serving security system equipment and devices.
- Outlets serving equipment and/or devices to be connected to LANs and/or general area networks.
- Outlets serving telephone modems.

Capacity of this special distribution feeder serving the area must accommodate 100% load growth.

This system should be connected to a separately derived "quiet" grounding system designed to serve only the equipment and outlets connected to the special electrical distribution system, except that the security system must have its own grounding system.

Emergency Power Distribution. A 480/277-volt emergency power distribution system, separate and electrically independent from the normal and special electrical distribution systems, must be provided and sized to serve the computer power center serving the suite, courtroom areas, and miscellaneous selected outlets.

Designated Power Outlets. Minimum requirements for the judge's chambers:

- One quadriplex receptacle for general purposes (e.g., a table lamp).
- Two quadriplex receptacles for miscellaneous uses.
- One special receptacle connected to the special distribution system supplying "clean power." This outlet is to be dedicated to the judge's computer.
- One special receptacle to serve the telephone modem.
- Electrical design should consider the location of floor and table lamps in the chambers when locating other outlets required by code.

Minimum requirements for the judge's study (USCA):

- One quadriplex receptacle for general purposes (e.g., a table lamp).
- Two quadriplex receptacles for miscellaneous use.
- One special receptacle connected to the special distribution system supplying "clean power." This outlet is to be dedicated to the judge's computer.
- One special receptacle to serve the telephone modem.
- Electrical design should consider the location of floor and table lamps in the study when locating other outlets required by code.

Minimum requirements for the law clerk workstation (per station):

- One quadriplex receptacle for general purposes.
- One special receptacle to be connected to the LAN.
- One special receptacle to serve the telephone modem.

Minimum requirements for the library/conference room:

- Power outlets are established by the judge.

Minimum requirements for the secretarial workstation (per station):

- One quadriplex receptacle for general purposes.
- One special receptacle to be connected to the LAN.
- One special receptacle to serve the telephone modem.

Miscellaneous Power Outlets (minimum requirements):

- Outlets serving the following equipment should be on separate circuits, connected to the normal electrical distribution system and located as established by the judge:
- Copy machines.
- Fax machines.
- Conventional printers.
- Laser printers.
- Word processors.
- Compact disc - remote operating modules.
- Coffee machine.
- Galley unit.
- Miscellaneous (e.g., a TV, projectors).
- Distributed convenience outlets.

Devices to be provided with "clean power" should be on separate circuits.

Video

One or more outlets connected to the building master antenna television (MATV) system should be provided. If no building MATV system exists, an independent cable system should be provided for the judge's chambers and the U.S. Marshals Service Office.

Communications

Combination telephone and intercom telephone instruments must be provided wherever telephone outlets are required. At specified locations, telephone modems must be located adjacent to the telephone outlets.

Data Transmission

Data transmission outlets serving PCs and similar equipment must be placed at specified locations in the chambers. These outlets must be connected to form a LAN and terminate in a secure equipment closet within the chambers.

Designated Outlets (minimum requirements) are as follows:

- Judge's Chambers. Three telephone outlets, one telephone modem outlet, and one data transmission network outlet are required.
- Judge's Study (USCA). Two telephone outlets, one telephone modem outlet, and one data transmission network outlet are required.
- Law Clerk Workstation (per station). One telephone outlet, one telephone modem outlet, and one data transmission network outlet are required.
- Library/Conference Room. One telephone outlet, one telephone modem outlet, and one data transmission network outlet are required.
- Secretarial Workstation (per station). One telephone outlet, one telephone modem outlet, and one data transmission network outlet are required.
- Miscellaneous Outlets. One master antenna television (MATV) or cable outlet in the judge's chambers.

CHAPTER 5:
ANCILLARY FACILITIES

CHAPTER 5: ANCILLARY FACILITIES

Ancillary facilities comprise of a number of separate and relatively unrelated facilities, which can be grouped in three categories: Court of Appeals; District/Bankruptcy Courts; and Court Reporters/Recorders. The ancillary facilities provided for the court of appeals include a judges' conference room, a judges' robing room, an attorneys' lounge, and public waiting areas. The ancillary facilities provided for the district and bankruptcy courts include a judges' conference room, attorneys' conference/witness waiting rooms, public waiting areas, and the press/media room. Facilities provided for court reporters/recorders include court reporters/recorders offices, storage areas, shared workrooms, and workstations for transcribers/typists.

The net areas specified in this *Guide* exclude the space required to accommodate internal circulation among the listed spaces. While the amount of internal circulation space required varies with each facility's specific design, an additional factor of not less than 20% can be applied during preliminary planning to determine the total usable area of the facility (i.e., the estimated total usable area of the facility is equal to the sum of all the net programmed spaces plus 20%. Also, the number of spaces shown on the SRAC diagrams in Chapter 3 is intended only for illustration; the actual number of spaces required for a specific facility is determined in the building program.

For the purposes of this section of the *Guide*, some ancillary facilities have been grouped for discussion; the remainder are treated separately.

Table 5.1.a
Ancillary Facilities
Space, Furniture and Finishes

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		FINISHES H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
COURT OF APPEALS								
Judges' Conference Room En Banc Courtroom	250 min + 50/judge	**Built-in:** Display unit with screen, display boards **Movable:** Conference table, swivel chairs (lounge chairs, sofa)	Closet	AV equip, etc.	Highest quality paint/wall covering, paneling wall paper millwork	Highest quality carpet	Acoustic	■
Galley	50	**Built-in:** Counter, sink, cabinets above and below **Movable:** Accommodation for microwave oven and refrigerator	Cabinets, shelves	18" deep	Durable, medium quality paint/wall covering	Vinyl/ ceramic	Acoustic	S
Panel Courtroom	200	**Built-in:** Display unit with screen, display boards **Movable:** Conference table, swivel chairs (lounge chairs, sofa)	Closet	AV equip, etc.	Highest quality paint/wall covering, paneling wall paper millwork	Highest quality carpet	Acoustic	■
Galley	50	**Built-in:** Counter, sink, cabinets above and below **Movable:** Accommodation for microwave oven and refrigerator	Cabinets, shelves	18" deep	Durable, medium quality paint/wall covering	Vinyl/ ceramic	Acoustic	S
Judges' Robing Room	100 + 25/judge	**Built-in:** Lockers for robes **Movable:** Chairs, side tables	Lockers	24" deep	Highest quality paint/wall covering, paneling wall paper millwork	Highest quality carpet	Acoustic	S
Toilet	2 @ 50 ea	**Built-in:** WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)	Cabinet, shelves		Durable, medium quality paint/tile/wall covering	Vinyl/ ceramic	Paint	S
Attorneys' Lounge	250	**Movable:** Lounge chairs, coffee/side tables, sofa, armchairs			Durable, medium quality paint/wall covering	Medium quality carpet	Acoustic	S
Work Area	100	**Movable:** Work table or carrels chairs	Cabinet storage				Acoustic	S
Public Waiting Area: En Banc Courtroom	750	**Movable:** Benches, side tables			■	■	■	■
Panel Courtroom	300	**Movable:** Benches, side tables			■	■	■	■
Judicial Staff Toilets	As Req'd. Min 2 @ 50 ea	**Built-in:** WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)	Cabinet, shelves		Durable, medium quality paint/tile/wall covering	Vinyl/ ceramic	Paint	S

Table 5.1.b
Ancillary Facilities
Access Control and Security

	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											
SPACES	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	REMARKS	GENERAL REMARKS
COURT OF APPEALS																
Judges' Conference Room En Banc Courtroom		3		Adjacent to robing room			☐							☐	Provide 2 duress alarm stations in room	
Galley		3		Adjacent to conference room												
Panel Courtroom		3		Adjacent to robing room			☐							☐	Provide 2 duress alarm stations in room	
Galley		3		Adjacent to conference room												
Judges' Robing Room		3		Adjacent to courtroom												
Toilet		1		Adjacent to robing room												
Attorneys' Lounge	3															Equipment provided by attorneys
Work Area		1		Off of attorneys' lounge												Not required if lounge is adjacent to conference room
Public Waiting Area En Banc Courtroom	3			Outside courtroom												
Panel Courtroom	3			Outside courtroom												
Judicial Staff Toilets		1		Off of restricted circulation												

Public 1: Unscreened access (uncontrolled entrance to the building and spaces) **Public 2:** Screened access (public passes through a security check point) **Public 3:** Screened access, (locked under certain conditions)
Restricted 1: Uncontrolled access **Restricted 2:** Remote access control (as in CCTV and electric door strikes) **Restricted 3:** Direct access control **Restricted 4:** Counter/Window service
Secure 1: Authorized staff only **Secure 2:** Security staff and prisoners

Table 5.1.c
Ancillary Facilities
Acoustics and Communications

	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
SPACES	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
COURT OF APPEALS																			
Judges' Conference Room En Banc Courtroom	30	0.5-0.6	0.8	55	Line HVAC ducts with 1" fiberglass for 12' min. to minimize sound transfer between rooms.				☐	☐		☐							
Galley					Treat pipe penetrations of wall to assure high transmission loss for privacy. Assure that plumbing does not cause noise in adjacent spaces.							☐							
Panel Courtroom	30	0.5-0.6	0.8	55	Line HVAC ducts with 1" fiberglass for 12' min. to minimize sound transfer between rooms.				☐	☐		☐							
Galley					Treat pipe penetrations of wall to assure high transmission loss for privacy. Assure that plumbing does not cause noise in adjacent spaces.							☐							
Judges' Robing Room	30	0.5-0.6		55					☐	☐		☐							
Toilet												☐							
Attorneys' Lounge	35	0.5-0.6		40					☐	☐		☐							
Work Area									☐	☐	☐	☐	☐						
Public Waiting Area: En Banc Courtroom	40	0.5-0.6		45						☐		☐							
Panel Courtroom	40	0.5-0.6		45						☐		☐							
Judicial Staff Toilets												☐							

Table 5.1.d
Ancillary Facilities
HVAC and Lighting

	HEATING, VENTILATION AND AIR CONDITIONING									LIGHTING						
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		
SPACES	S	W	S	W							FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER	**GENERAL REMARKS**
COURT OF APPEALS																(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%.
Judges' Conference Room En Banc Courtroom	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D	D		☐		
Galley																
Panel Courtroom	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D	D		☐		
Galley																
Judges' Robing Room	70-74 (1)	70-75 (2)	45-55 (3)	30-40 (4)	20	8	80-85			40-50	D			☐		
Toilet																
Attorneys' Lounge	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			30-40	D	D		☐		
Work Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐		
Public Waiting Area: En Banc Courtroom	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			30-40	D	D		☐		
Panel Courtroom	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			30-40	D	D		☐		
Judicial Staff Toilets																

Table 5.2.a
Ancillary Facilities
Space, Furniture and Finishes

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		FINISHES H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
DISTRICT/BANKRUPTCY COURTS								
Judges' Conference Room	25/judge, 150 min	**Movable**: Conference table, conference chairs			High quality paint/wall covering	Highest quality carpet	Acoustic	H
Galley	20-100	**Built-in**: Counter, sink, cabinets above and below **Movable**: Accommodation for microwave oven and refrigerator	Pantry, cabinets shelves	18" deep	Durable, medium quality paint/wall covering	Vinyl	Acoustic	S
Attorneys' Conference/ Witness Waiting Room	2 @ 150 per courtroom	**Movable**: Conference table, conference chairs (4), lounge chairs, side tables			■	Durable, easily maintained carpet	Acoustic	S
Public Waiting Area	400 per courtroom	**Movable**: Benches, side tables			■	■	■	■
Press/Media Room	50/person, 150 min	**Movable**: Desks, chairs (provided only in larger facilities)	Filing cabinets, closet		Paint	Durable, easily maintained carpet/ vinyl	Acoustic	S
Judicial Staff Toilets	As req'd Min 2 @ 50 ea	**Built-in**: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)	Cabinet, shelves		Durable, medium quality paint/tile/ wall covering	Vinyl/ ceramic	Paint	S
COURT REPORTERS/RECORDERS								
Court Reporter/Recorder Office	150	**Movable**: Desk, chair, secondary work surface, shelves, provision for CRT, printer and typewriter	Tape storage shelves	6" deep	Paint	Medium quality carpet	Acoustic	S
Court Reporter/Recorder Storage	50	**Movable**: Tape storage shelves (6" deep) and/or box storage on 2-3 walls	Shelves	6"D (tapes) 20"D (boxes)	Paint	Vinyl	Paint/ Acoustic	S
Shared Work Room	100	**Movable**: Work tables, workstations	Shelves	18" deep	Paint	Durable, easily maintained carpet	Acoustic	S
Transcriber/Typist Workstation	50	**Movable**: Desk, chair, provision for CRT, printer and typewriter			Paint		Acoustic	S

Table 5.2.b
Ancillary Facilities
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											GENERAL REMARKS
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	REMARKS	
DISTRICT/BANKRUPTCY COURTS																
Judges' Conference Room		3					☐							☐	Provide 2 duress alarm stations in room	
Galley		3		Adjacent to conference room												
Attorneys' Conference/ Witness Waiting Room	3	3		Adjacent to courtroom												
Public Waiting Area	3			Outside courtroom												
Press/Media Room	3	3		May be remote												Closet(s) for equipment storage
Judicial Staff Toilets		1		Off of restricted circulation												
COURT REPORTERS/RECORDERS																
Court Reporter/ Recorder Office		3														
Court Reporter/ Recorder Storage		3		Near ct rep/rec's office												Area should be securable
Shared Work Room		3		Near ct rep/rec's office												When required; shared by up to four court reporters/ recorders
Transcriber/Typist Workstation		3		Near ct rep/rec's office												When required

Public 1: Unscreened access (uncontrolled entrance to the building and spaces) **Public 2:** Screened access (public passes through a security check point) **Public 3:** Screened access, (locked under certain conditions)
Restricted 1: Uncontrolled access **Restricted 2:** Remote access control (as in CCTV and electric door strikes) **Restricted 3:** Direct access control **Restricted 4:** Counter/Window service
Secure 1: Authorized staff only **Secure 2:** Security staff and prisoners

Table 5.2.c
Ancillary Facilities
Acoustics and Communications

SPACES	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR. RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD. PLAYER	MATV/CATV/CC TV OUTLET	REMARKS
DISTRICT/BANKRUPTCY COURTS																			
Judges' Conference Room	30	0.5-0.6	0.8	55					☐	☐		☐							
Galley												☐							
Attorneys' Conference/Witness Waiting Room	35	0.5-0.6		55					☐	☐		☐							
Public Waiting Area	40	0.5-0.6		45						☐		☐							
Press/Media Room	35			45					☐	☐		☐							
Judicial Staff Toilets												☐							
COURT REPORTERS/RECORDERS																			
Court Reporter/Recorder	35			45					☐	☐	☐	☐							
Court Reporter/Recorder Storage												☐							
Shared Work Room	35			45					☐	☐		☐							
Transcriber/Typist Workstation	35			45					☐	☐	☐	☐							

Table 5.2.d
Ancillary Facilities
HVAC and Lighting

	HEATING, VENTILATION AND AIR CONDITIONING									LIGHTING						
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		
SPACES	S	W	S	W							FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER	**GENERAL REMARKS**
DISTRICT/BANKRUPTCY COURTS																(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%.
Judges' Conference Room	70-74 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐		
Galley																
Attorneys' Conference/Witness Waiting Room	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D	D		☐		
Public Waiting Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			20-30	D			☐		
Press/Media Room	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐		
Judicial Staff Toilets																
COURT REPORTERS/RECORDERS																
Court Reporter/Recorder	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐		
Court Reporter/Recorder Storage																
Shared Work Room	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐		
Transcriber/Typist Workstation	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐		

Judges' Conference Rooms

Users

Users of these rooms consist primarily of the judges of a court; they occasionally include court administrative or support personnel and other guests. The number of users varies with the size of the court at any particular location.

Functions/Activities

The judges' conference rooms provide space for meetings of the Judiciary, judicial training sessions, meetings between groups of judges and/or other court personnel and their guests, case conferences by court of appeals judges, judges' luncheons, and other functions involving groups of judges. The facility also includes a small galley where simple food and beverages can be prepared.

Accessibility

The judges' conference rooms should be accessible only by restricted circulation or directly from a controlled reception area. To the highest degree possible, these facilities should be equally accessible to all judges.

Space Size

The size of a judges' conference room varies with the number of judges to be served. For a U.S.C.A. en banc conference room, a minimum of 250 NSF plus 50 NSF per judge should be provided; a panel conference room should be 200 NSF. Judges' conference rooms for the USDC and USBC should provide 25 NSF per judge, with a minimum size of 150 NSF. Associated galleys can vary in size from 20 to 100 NSF, depending on the level of service required at a particular location.

Design Requirements

A judges' conference room should be completely enclosed, to provide privacy, confidentiality, and security and to prevent distraction.

A wall-mounted writing/display/projection surface unit should be provided for presentations.

Seating typically is movable, upholstered armchairs.

At least 30 linear inches of table surface should be provided for each anticipated occupant.

At least one telephone connection, with intercom capability, should be provided. Electrical outlets should be provided to support audiovisual equipment, computer terminals, and other equipment.

Wall design should consider acoustics for speech, soundproofing, maintenance, light reflectance, and effect on eyestrain; finish materials used should give an impression of fine quality.

Ceiling design should consider acoustics and light reflectance; the ceilings should give an impression of quality.

Floors should be carpeted for comfort and acoustical control; they should give an impression of quality.

Fenestration is recommended, if excessive brightness can be avoided and privacy maintained; a means of darkening the room for audiovisual presentations should be provided.

Security

Each judges' conference room should have at least one silent duress alarm station easily accessible from any point in the room; emergency lighting on the battery/inverter system must also be provided. Doors to the judges' conference rooms should have key locks.

Acoustics

Finishes and Construction. The required reverberation time determines the degree to which acoustically absorptive finishes should be used in the room. The wall isolation requirement of 55 dB NIC implies slab-to-slab partitions and acoustically rated, gasketed doors.

Acoustic Privacy Requirement. Inaudible

Noise Reduction. Pipe penetrations required for the galleys should be treated to ensure a high transmission loss, and design should minimize the possibility of plumbing noise. HVAC ducts serving the spaces should be lined with acoustically absorptive material at least 2 inches thick for a minimum distance of 12 feet from the diffusers.

Heating, Ventilating and Air Conditioning (HVAC)

System Description and Control. The judges' conference rooms should be served by the same system serving the judges' chamber suites and associated courtrooms.

On those projects designed with an all-air system, the judges' conference rooms should be fed from the same variable air volume (VAV) system as the associated courtroom to facilitate off-hours use (e.g., evenings, weekends).

Air Distribution. Air distribution systems to judges' conference rooms should provide a high degree of individual control and acoustical privacy. This should be accomplished either by an appropriate number of VAV boxes serving one or more diffusers or by a combination of fan coil units and mixing boxes sized to satisfy the loads. Return air must be ducted directly toward the return air shaft for a minimum distance of 15 feet.

Temperature. Summer: The preferred range is 70-74°F with outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. Winter: The preferred range is 70-75°F with outdoor temperature equal to ASHRAE 99% design dry bulb.

Air Changes. The system must provide for eight ACH.

Outside Air. The system must provide for a minimum of 20 CFM per person of outside air.

Humidity Control. Summer: The preferred range is 45-55% relative humidity when outside air is at design temperature. Winter: The preferred range is 25-35% relative humidity when outside temperature is ASHRAE 97.5%.

Lighting

Lighting of the judges' conference room should be switch-controlled direct fluorescent and incandescent units, providing illumination of 60-75 FTC.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. Normal duplex convenience outlets should be provided for housekeeping and to accommodate the use of audiovisual equipment; if the conference room is heavily used for training, "clean power" outlets should also be provided to accommodate the use of computers and other sensitive electronic equipment.

Audio. No requirements.

Video. No requirements.

Communications. At least one telephone outlet, with intercom capability must be provided.

Data Transmission. No requirements.

Judges' Robing Room

Users

Court of appeals judges.

Functions/Activities

The judges use the robing room to don and remove their judicial robes before and after courtroom proceedings.

Accessibility

The judges' robing room should be directly accessible from the associated courtroom through a soundlock; it should also be accessible from a restricted circulation area. A robing room may also directly adjoin the court of appeals judges' conference room, to provide a processional path from the courtroom through the robing room into the conference room.

Space Size

The robing room should provide 100 NSF plus 25 NSF per judge to be served; for example, a robing room serving a three-judge panel courtroom is 175 NSF. Two private toilet rooms of 50 NSF each should directly adjoin the robing room through a soundlock.

Design Requirements

The judges' robing room should be acoustically and visually separate for privacy.

The room should allow access to private toilets for the judges' use, with separate men's and women's toilet rooms. Private toilets with a water closet and wash basin should be provided in conjunction with a soundlock. The private toilets should be equipped with a water closet, wash basin, mirror and cabinet, undersink cabinets with drawers, paper towel dispenser, toilet paper holder, soap dispenser, towel bar, and waste receptacle.

Individual full-sized lockers for robes and other garments should be provided.

Full-length mirrors should be provided.

At least three movable, upholstered armchairs and one or more side tables.

Finishes. Walls should be low maintenance; wall design should consider light reflectance and acoustical environment. The ceiling should provide sound absorption and attenuation; design should consider light reflectance. Floors should preferably be carpeted for acoustical properties and aesthetics.

Fenestration may be used, with attention to privacy, security, and control of excessive brightness.

Selection of furnishings, door hardware, etc. should minimize incidental catching of robe cuffs.

Security

Each judges' robing room should have at least one silent duress alarm station easily accessible from any point in the room; emergency lighting on the battery/inverter system must also be provided. Doors to the judges' robing rooms should have key locks.

Acoustics

Finishes and Construction. The required reverberation time determines the degree to which acoustically absorptive finishes should be used in the room. The wall isolation requirement of 55 dB NIC implies slab-to-slab partitions and acoustically rated, gasketed doors.

Acoustic Privacy Requirement. Inaudible.

Noise Reduction. Any pipe penetrations should be treated to ensure a high transmission loss, and design should minimize the possibility of plumbing noise. HVAC ducts serving the spaces should be lined with acoustically absorptive material at least 2 inches thick for a minimum distance of 12 feet from the diffusers.

Heating, Ventilating and Air Conditioning (HVAC)

All requirements are similar to those for the judges' conference rooms.

Lighting

Lighting of the judges' robing room should be switch-controlled direct fluorescent units, providing illumination of 40-50 FTC.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. Normal duplex convenience outlets should be provided.

Audio. No requirements.

Video. No requirements.

Communications. At least one telephone outlet should be provided in each robing room.

Data Transmission. No requirements.

Attorneys' Lounge

Users

Attorneys use the lounge while waiting to present oral arguments in court of appeals proceedings.

Functions/Activities

The attorneys lounge is comprised of two spaces: a lounge area and a work area. Attorneys use the lounge area while waiting; they use the work area for discussions and last-minute preparation of court presentations.

Accessibility

The attorneys lounge should be accessible from a public circulation area. It also may be directly accessible to or from an adjoining court of appeals courtroom through a soundlock between the lounge and the courtroom.

Space Size

The lounge area should be 250 NSF; the work area should be 100 NSF.

Design Requirements

The lounge should be acoustically enclosed to eliminate distractions.

Lockers or a closet should be considered in which attorneys can secure their coats and other belongings while they present oral arguments.

The lounge area should be furnished with lounge chairs, a sofa(s), armchairs, and coffee or side tables. The work area should be furnished with a work table and 2-4 chairs, or it can be provided with 2-4 work carrels and chairs.

Finishes. Walls should be low maintenance; design should consider light reflectance and acoustical environment. The ceiling should provide sound absorption and attenuation; design should consider light reflectance. Floors should preferably be carpeted for acoustical properties and aesthetics; if food is to be allowed in the lounge, spill-resistance should be considered.

Fenestration may be used; considerations include control of excessive brightness (glare) and heat gain/loss.

Security

No special requirements.

Acoustics

Finishes and Construction. The required reverberation time determines the degree to which acoustically absorptive finishes should be used in the room. The wall isolation requirement is 40 dB NIC.

Acoustic Privacy Requirement. Confidential.

Noise Reduction. HVAC ducts serving the spaces and penetrating the courtroom wall(s) should be lined with acoustically absorptive material at least 2 inches thick for a minimum distance of 12 feet from the diffusers.

Heating, Ventilating, and Air Conditioning (HVAC)

Temperature. Summer: The preferred range is 74-76^{o}F with outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. Winter: The preferred range is 70-74^{o}F with outdoor temperature equal to ASHRAE 99% design dry bulb.

Air Changes. The system must provide for eight ACH.

Outside Air. The system must provide for a minimum of 20 CFM per person of outside air.

Humidity Control. Summer: The preferred range is 45-55% relative humidity when outside air is at design temperature. Winter: The preferred range is 25-35% relative humidity when outside temperature is ASHRAE 97.5%.

Lighting

Lighting of the attorneys lounge should be switch-controlled direct fluorescent and/or incandescent units, providing illumination of 30-40 FTC; the work area lighting should be switch-controlled direct fluorescent units, providing illumination of 60-75 FTC.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. Normal duplex convenience outlets should be provided for housekeeping and to accommodate audiovisual equipment. One or more "clean power" outlets should be provided in the work area for PCs.

Audio. No requirements.

Video. No requirements.

Communications. One or more telephone outlets as required in the lounge area and in the work area should be provided. A PA link to the associated courtroom should also be provided.

Data Transmission. The lounge's work area should be able to accommodate PC terminals.

Attorneys' Conference/Witness Waiting Rooms

Users

Attorneys and their clients and witnesses are the primary users. Witnesses require some degree of separation from the general public while in the courthouse waiting to testify.

Functions/Activities

Attorneys use the rooms to confer with one another and with their clients and witnesses. Witnesses wait to be called to testify.

Accessibility

Attorneys conference/witness waiting rooms should be directly accessible from public circulation areas. In some instances, it will be desirable to provide access from restricted or secure circulation areas, to provide a higher degree of privacy and security for especially sensitive witnesses.

Space Size

Each attorneys conference/witness waiting room should be 150 NSF.

Design Requirements

The rooms must be acoustically separate from adjoining spaces.

An occupancy indicator should be provided for determining whether the room is occupied (e.g., a small sign or a view panel).

Each room is generally furnished with a small conference table and four armchairs.

Finishes. Walls should be low maintenance; design should consider light reflectance and the acoustical environment. The ceiling should provide sound absorption and attenuation; design should consider light reflectance. Floors should preferably be carpet, for acoustical properties and aesthetics. If food is to be allowed in the rooms, spill-resistance should be considered.

Security

No special requirements.

Acoustics

Finishes and Construction. The required reverberation time determines the degree to which acoustically absorptive finishes should be used in the room. The wall isolation requirement of 55 dB NIC implies slab-to-slab partitions and acoustically rated, gasketed doors.

Acoustic Privacy Requirement. Inaudible.

Noise Reduction. Any pipe penetrations should be treated to ensure a high transmission loss, and design should minimize the possibility of plumbing noise. HVAC ducts serving the spaces should be lined with acoustically absorptive material at least 2 inches thick for a minimum distance of 12 feet from the diffusers.

Heating, Ventilating and Air Conditioning (HVAC)

Temperature. Summer: The preferred range is 74-76^{o}F with outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. Winter: The preferred range is 70-74^{o}F with outdoor temperature equal to ASHRAE 99% design dry bulb.

Air Changes. The system must provide for eight ACH.

Outside Air. The system must provide for a minimum of 20 CFM per person of outside air.

Humidity Control. Summer: The preferred range is 45-55% relative humidity when outside air is at design temperature. Winter: The preferred range is 25-35% relative humidity when outside temperature is ASHRAE 97.5%.

Lighting

Lighting of the attorneys conference/witness waiting rooms should be switch-controlled direct fluorescent units, providing illumination of 60-75 FTC.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. Normal duplex convenience outlets should be provided for housekeeping and to accommodate audiovisual equipment.

Audio. No requirements.

Video. No requirements.

Communications. No requirements.

Data Transmission. No requirements.

Public Waiting Areas

Users

Waiting areas are used by attorneys, civil plaintiffs, civil defendants, out-of-custody criminal defendants, witnesses, spectators, family members, and representatives of the news media.

Accessibility

Public waiting areas typically occupy portions of or alcoves off of public circulation or lobby areas; they are publicly accessible.

Space Size

The waiting rooms vary from 300 to 750 NSF, depending on the type of courtroom being served.

Design Requirements

Public waiting areas serve as extensions of the public lobby and circulation areas adjacent to courtrooms; therefore, the design and furnishing of these spaces should be consistent with one another. Furnishings should be comfortable but durable, and they should be fixed to the floor or walls in small groupings.

Security

CCTV surveillance should be provided for lobby areas outside courtrooms.

Acoustics

Finishes and Construction. Public waiting areas should be acoustically separated from adjoining enclosed spaces; 45 dB NIC is the standard for wall isolation.

Acoustic Privacy Requirement. Normal.

Heating, Ventilating and Air Conditioning (HVAC)

Temperature. Summer: The preferred range is 74-76°F with outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. Winter: The preferred range is 70-74°F with outdoor temperature equal to ASHRAE 99% design dry bulb.

Air Changes. The system must provide for eight ACH.

Outside Air. The system must provide for a minimum of 20 CFM per person of outside air.

Humidity Control. Summer: The preferred range is 45-55% relative humidity when outside air is at design temperature. Winter: The preferred range is 25-35% relative humidity when outside temperature is ASHRAE 97.5%.

Lighting

Lighting of public waiting areas should be switch-controlled direct fluorescent and/or incandescent units, providing illumination of 30-40 FTC.

Electrical, Audio, Video, Communications and Data Transmission***

Normal duplex convenience outlets should be provided for housekeeping. Wall-mounted clocks should be provided.

Court Reporters/Recorders Facilities

Users

The spaces are used by court reporters/recorders and their support staff.

Functions/Activities

Normal office tasks are performed in these areas, including the preparation and review of transcripts and the storage of records and notes.

Accessibility

Court reporters/recorders facilities generally should be located near courtrooms and be accessible primarily from restricted circulation areas; however, some public accessibility must also be provided to accommodate the public purchase of transcripts.

Space Size

Each court reporter/recorder should be provided with a private office of 150 NSF and a securable storage area of 50 NSF (storage areas for several court reporters/recorders may combined into one large space). Each transcriber/typist should be provided with a 50 NSF workstation. Groups of at least four court reporters/recorders also may be provided with a shared workroom of 100 NSF; if the number of court reporters/recorders in a facility requires the provision of several such workrooms, one or more of the spaces may be combined to form a larger space.

Design Requirements

Offices, workstations, and workrooms provided for court reporters/recorders should be designed to GSA office standards. Storage areas for court reporters/recorders should be securable and equipped to accommodate storage of typed transcripts and both loose and boxed steno-tapes.

Security

Doors to private offices and work areas should have key locks; special consideration should be given to the locking systems used for storage areas.

Acoustics

Finishes and Construction. All spaces should be designed using acoustic criteria of 35NC background noise and 45 dB NIC wall isolation.

Acoustic Privacy Requirement. Confidential.

Heating, Ventilating and Air Conditioning (HVAC)

Temperature. Summer: The preferred range is 74-76°F with outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. Winter: The preferred range is 70-74°F with outdoor temperature equal to ASHRAE 99% design dry bulb.

Air Changes. The system must provide for eight ACH.

Outside Air. The system must provide for a minimum of 20 CFM per person of outside air.

Humidity Control. Summer: The preferred range is 45-55% relative humidity when outside air is at design temperature. Winter: The preferred range is 25-35% relative humidity when outside temperature is ASHRAE 97.5%.

Lighting

Lighting of court reporters/recorders facilities should be switch-controlled direct fluorescent units, providing illumination of 60-75 FTC.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. All spaces should be provided with normal quadriplex convenience power outlets; offices and workstations also should be provided with "clean power" outlets for sensitive electronic equipment.

Audio. No requirements.

Video. No requirements.

Communications. All work areas should be provided with telephone outlets with intercom capability.

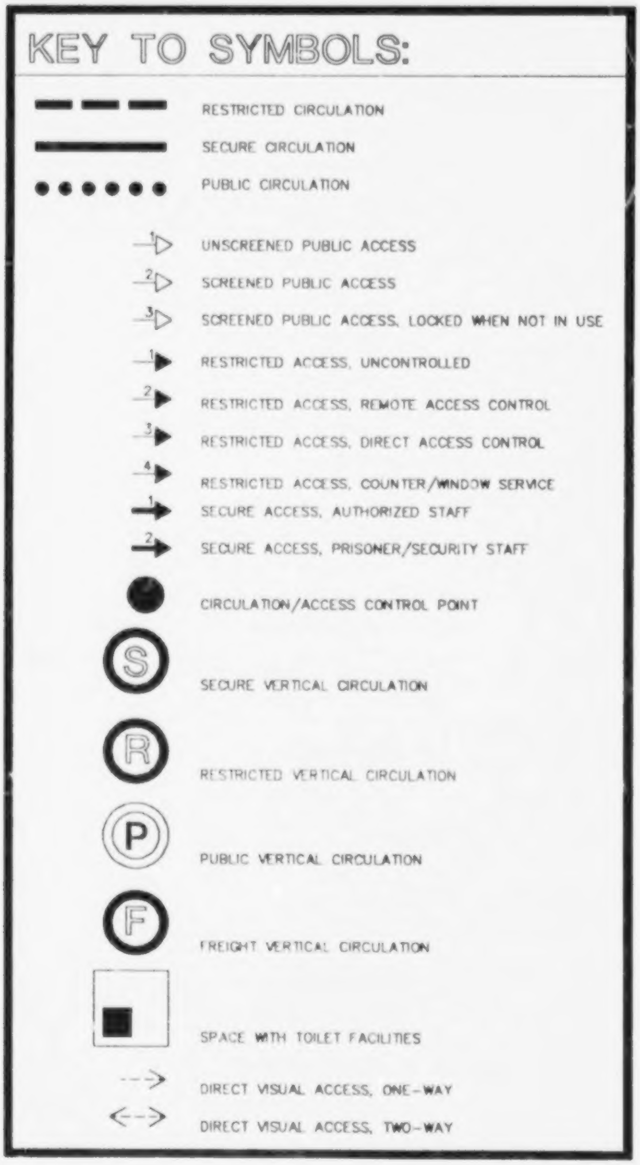
Data Transmission. All spaces should accommodate PC terminals and printers and links to the court's LAN system.

CHAPTER 6:
JURY FACILITIES

CHAPTER 6: JURY FACILITIES

This chapter contains spatial relationship, accessibility and circulation (SRAC) diagrams, design guide tables, and specific design guidelines for the jury assembly areas, the trial jury suites and the grand jury suite.

Figure 6.1
Jury Assembly
Jury Facilities
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY

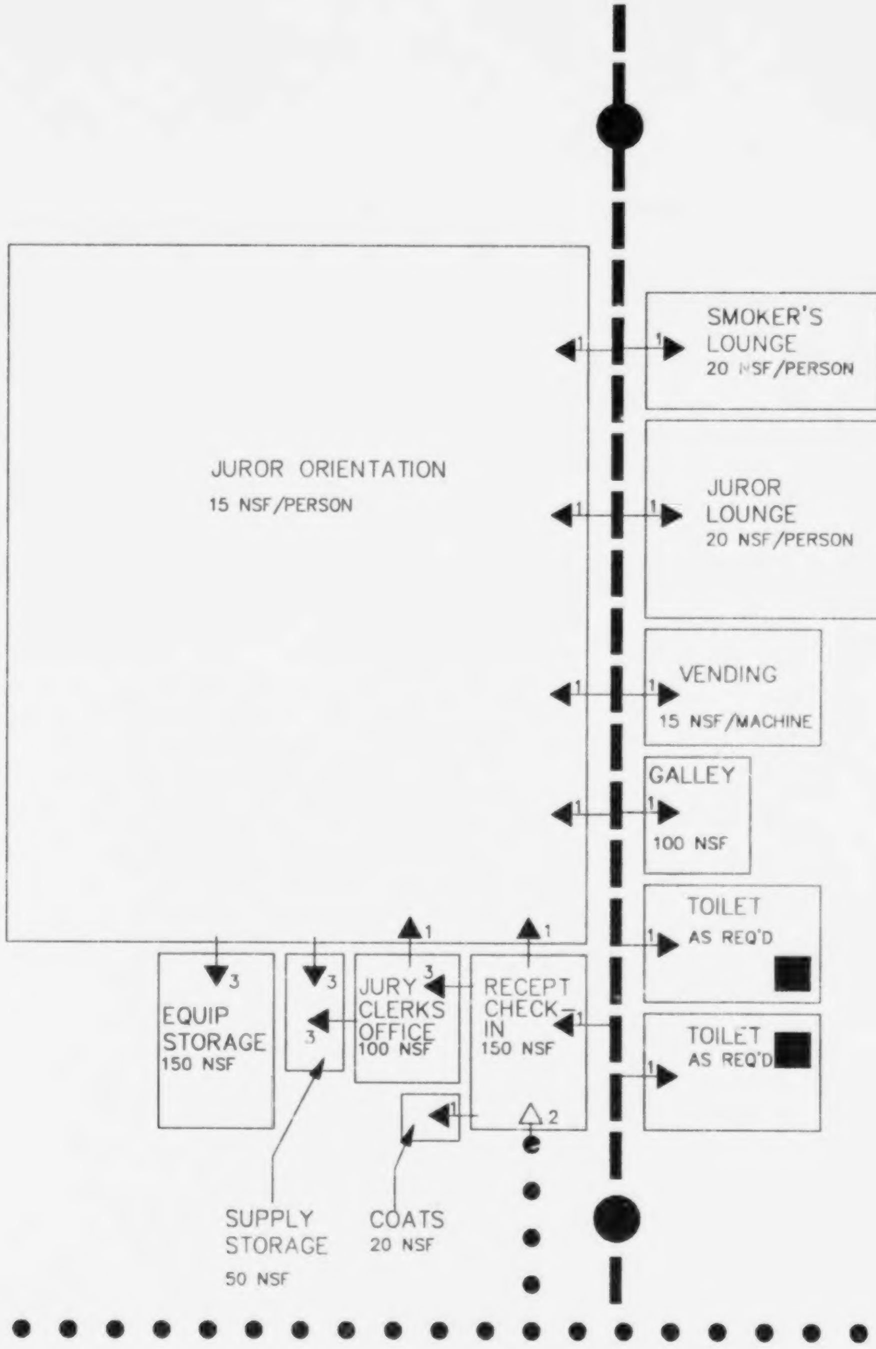
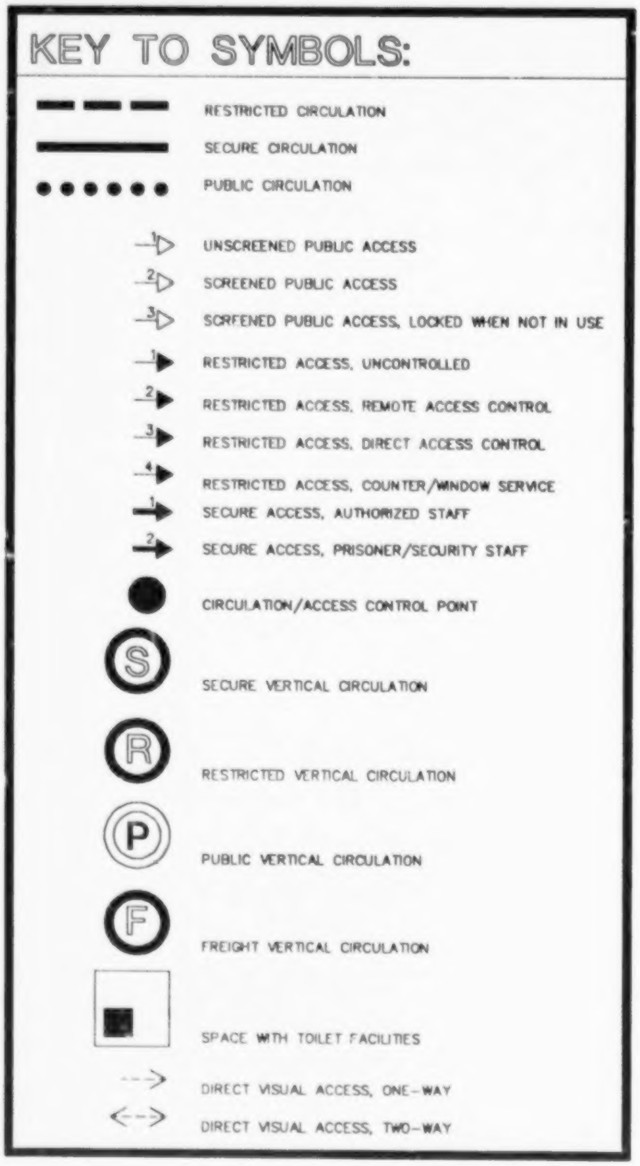

SMOKER'S LOUNGE
20 NSF/PERSON
JUROR ORIENTATION
15 NSF/PERSON
JUROR LOUNGE
20 NSF/PERSON
VENDING
15 NSF/MACHINE
GALLEY
100 NSF
TOILET
AS REQ'D
TOILET
AS REQ'D
EQUIP STORAGE
150 NSF
JURY CLERKS OFFICE
100 NSF
RECEPT CHECK-IN
150 NSF
SUPPLY STORAGE
50 NSF
COATS
20 NSF
1
2
3

Figure 6.2
12-Person Trial Jury Suite
Jury Facilities
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCRFENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY

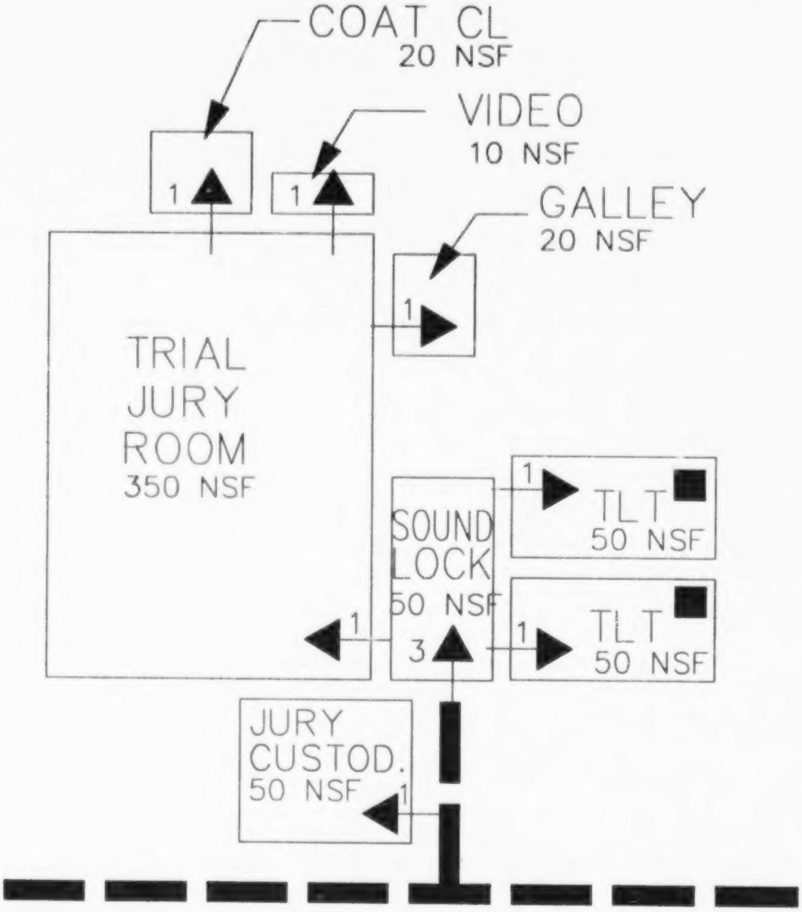
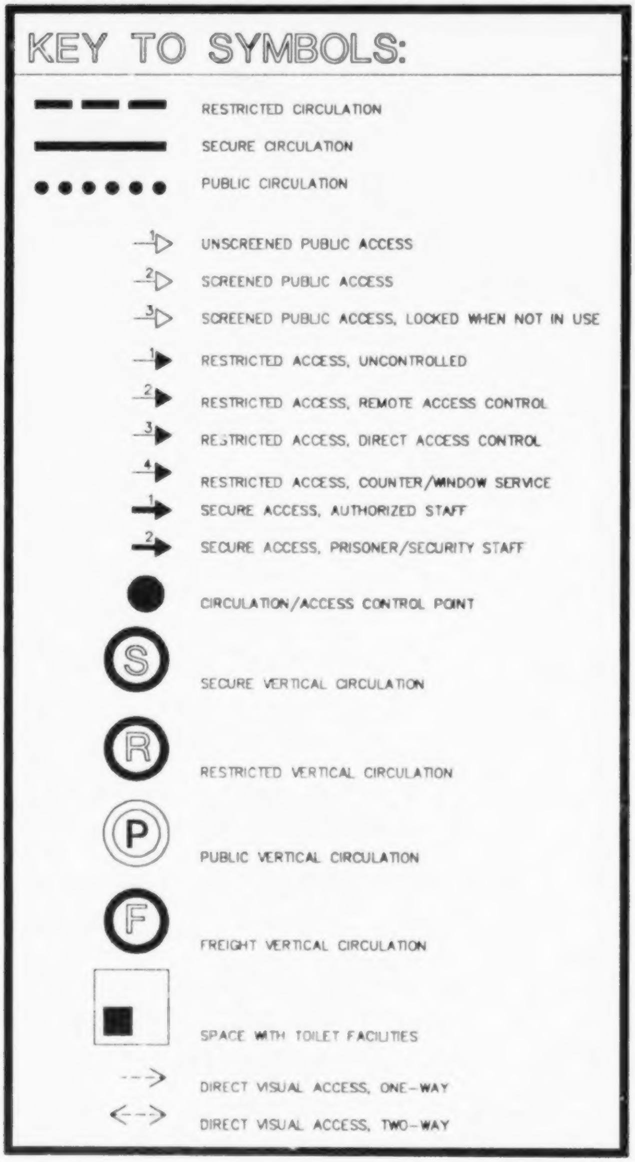

COAT CL
20 NSF
VIDEO
10 NSF
GALLEY
20 NSF
1
1
1
TRIAL
JURY
ROOM
350 NSF
SOUND
LOCK
50 NSF
3
1
1
1
TLT
50 NSF
TLT
50 NSF
JURY
CUSTOD.
50 NSF
1

Figure 6.3
6-Person Trial Jury Suite
Jury Facilities
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY

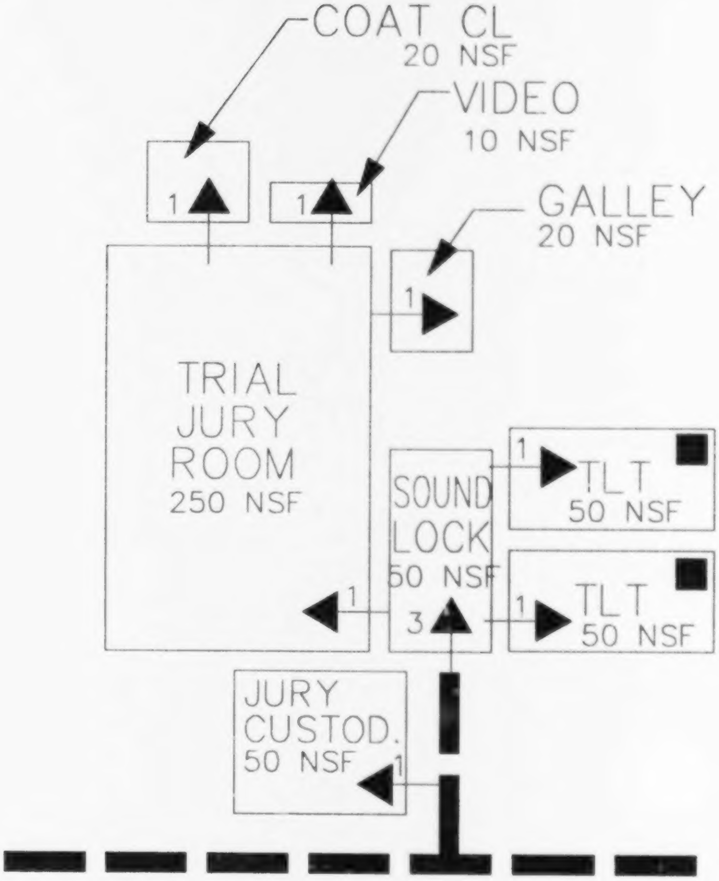

COAT CL
20 NSF
VIDEO
10 NSF
GALLEY
20 NSF
1
1
1
TRIAL
JURY
ROOM
250 NSF
SOUND
LOCK
50 NSF
1
3
1
TLT
50 NSF
1
TLT
50 NSF
JURY
CUSTOD.
50 NSF
1

Figure 6.4
Grand Jury
Jury Facilities
SRAC Diagram

KEY TO SYMBOLS:

▬ ▬ ▬	RESTRICTED CIRCULATION
▬▬▬▬	SECURE CIRCULATION
● ● ● ● ● ●	PUBLIC CIRCULATION
—1▷	UNSCREENED PUBLIC ACCESS
—2▷	SCREENED PUBLIC ACCESS
—3▷	SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
—1▶	RESTRICTED ACCESS, UNCONTROLLED
—2▶	RESTRICTED ACCESS, REMOTE ACCESS CONTROL
—3▶	RESTRICTED ACCESS, DIRECT ACCESS CONTROL
—4▶	RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
━1➡	SECURE ACCESS, AUTHORIZED STAFF
━2➡	SECURE ACCESS, PRISONER/SECURITY STAFF
●	CIRCULATION/ACCESS CONTROL POINT
Ⓢ	SECURE VERTICAL CIRCULATION
Ⓡ	RESTRICTED VERTICAL CIRCULATION
Ⓟ	PUBLIC VERTICAL CIRCULATION
Ⓕ	FREIGHT VERTICAL CIRCULATION
▣	SPACE WITH TOILET FACILITIES
-->	DIRECT VISUAL ACCESS, ONE-WAY
<-->	DIRECT VISUAL ACCESS, TWO-WAY

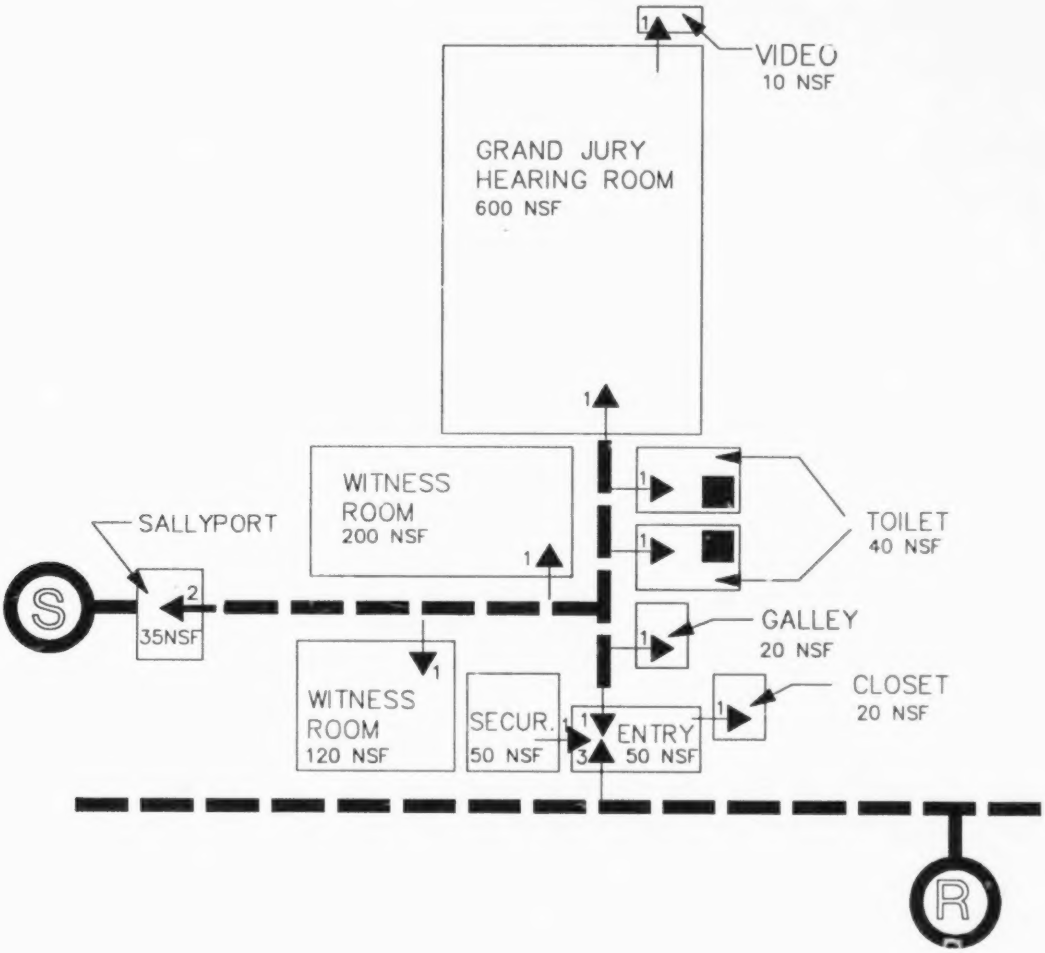

VIDEO
10 NSF
GRAND JURY
HEARING ROOM
600 NSF
WITNESS
ROOM
200 NSF
SALLYPORT
35NSF
S
TOILET
40 NSF
GALLEY
20 NSF
CLOSET
20 NSF
WITNESS
ROOM
120 NSF
SECUR.
50 NSF
ENTRY
50 NSF
R
1
2
3

Table 6.1.a
Jury Facilities
Space, Furniture and Finishes

SPACES	SIZE (NSF)	**FURNITURE** (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		**FINISHES** H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
JURY ASSEMBLY AREA								
Check-In	100	**Built-in:** Counter **Movable:** Jury clerk's workstation			Durable, medium quality paint/wall covering	Durable, easily maintained carpet	Acoustic	S
Jury Clerk's Office	100/clerk	**Movable:** Desk or workstation, chair, ID card storage, provision for CRT, printer, and typewriter	Filing cabinet, (files, records)				Acoustic	S
Coat Closet	3 lin. in./juror	**Built-in:** Shelves, coat rods	Shelves	12" deep		Durable, easily maintained carpet/vinyl	Paint/ acoustic	S
Jurors' Toilets	Per code	**Built-in:** WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)			Paint/ Cer tile	Vinyl/ Cer tile	Paint/ acoustic	S
Galley	100	**Built-in:** Counter, sink, cabinets above and below **Movable:** Accommodation for microwave oven &andrefrigerator	Cabinets	18"-24" deep	Paint/ Cer tile	Vinyl	Paint/ acoustic	S
Vending Area	15/machine	**Movable:** Vending machines, waste containers			Paint	Vinyl	Paint/ acoustic	S
Juror Lounge	20/person	**Movable:** Chairs, lounge furniture, magazine racks, carrels, TV monitors			Durable, medium quality paint/wall covering	Durable, easily maintained carpet	Acoustic	S/H
Assembly Area	10/person	**Movable:** Chairs, tables, lectern, screens, TV monitors					Acoustic	S/H
Equipment Storage	150	**Built-in:** Shelves on 2-3 walls	Open shelves floor space	18" deep	Paint	Vinyl	Paint	S
Smoker's Lounge	20/person	**Movable:** Chairs, lounge furniture, magazine racks, carrels, TV monitors			Durable, medium quality paint/wall covering	Durable, easily maintained carpet	Acoustic	S
Supplies Storage	50 min.	**Built-in:** Shelves on 2-3 walls	Open shelves	12" deep	Paint	Vinyl	Paint	S
TRIAL JURY SUITE								
Soundlock entry	50 min				Durable, medium quality paint/wall covering	Durable, easily maintained carpet	Acoustic	S
Jurors' Toilets	2 @ 50 ea.	**Built-in:** WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)			Paint/cer tile	Vinyl/ Cer tile	Paint/ acoustic	S
Coat Closet	20	**Built-in:** Shelf, coat rod	Shelf	12" deep	Paint	Vinyl	Paint/ acoustic	S

Table 6.1.b
Jury Facilities
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	REMARKS	GENERAL REMARKS
JURY ASSEMBLY AREA																
Check-In	3			Adjacent to reception												Part of jury clerk's office
Jury Clerk's Office	3	3		Adjacent to reception			☐									
Coat Closet		1		In reception area												May be scaled down in warmer climates
Jurors' Toilets		1		Adjacent to assembly area												
Galley		1														
Vending Area		1		Adjacent to kitchenette/coffee prep area												
Juror Lounge		1		Adjacent to assembly area												
Assembly Area		1														
Equipment Storage		3		Adjacent to assembly area												A/V equipment storage
Smoker's Lounge		1		Adjacent to assembly area												
Supplies Storage		3		Adjacent to jury clerk's office												
TRIAL JURY SUITE																
Soundlock Entry			1													
Jurors' Toilets		1		Off of soundlock												
Coat Closet		1		In soundlock												

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access (locked under certain conditions)
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners

Table 6.1.c
Jury Facilities
Acoustics and Communication

	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
SPACES	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLET	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
JURY ASSEMBLY AREA																			
Check-In	40	0.6-0.8		40					☐	☐		☐							
Jury Clerk's Office	40				Movable partitions at workstations; provide for transmission loss of 25-27 dB.	☐			☐	☐	☐	☐	☐	☐					
Coat Closet																			
Jurors' Toilets							☐					☐							
Galley							☐					☐							
Vending Area							☐					☐							
Juror Lounge	40	0.6-0.8		40			☐			☐	☐	☐						☐	
Assembly Area	35	0.6-0.8	0.8	40		☐	☐			☐	☐	☐						☐	
Equipment Storage												☐							
Smoker's Lounge							☐			☐		☐						☐	
Supplies Storage												☐							
TRIAL JURY SUITE																			
Soundlock Entry				65															
Jurors' Toilets					Treat all plumbing penetrations for high transmission loss & assure acoustic privacy							☐							
Coat Closet																			

Table 6.1.d
Jury Facilities
HVAC and Lighting

	HEATING, VENTILATION AND AIR CONDITIONING										LIGHTING						
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERA (NC)	EMERGENCY SMOKE PURGE			TYPE: I = Indirect D = Direct			CONTROL		
SPACES	S	W	S	W						REMARKS	LEVEL(FTC)	FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER	GENERAL REMARKS
JURY ASSEMBLY AREA																	
Check-In	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				30-40	D			☐	☐	(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb.
Jury Clerk's Office					20	8	80-85				60-75	D				☐	
Coat Closet																	(2) Outdoor temperature equal to ASHRAE 99% design dry bulb.
Jurors' Toilets																	(3) Outdoor air at design temperature.
Galley											30-40	D				☐	(4) Outdoor temperature is ASHRAE 97.5%.
Vending Area											30-40	D				☐	
Juror Lounge	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				30-40	D	D			☐	
Assembly Area					20	10	80-85				30-40	D			☐	☐	
Equipment Storage																	
Smoker's Lounge	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	6	☐			100% exhaust; fan to operate only when room is occupied.	30-40	D	D			☐	
Supplies Storage																	
TRIAL JURY SUITE																	
Soundlock Entry	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				20-30	D				☐	
Jurors' Toilets																	
Coat Closet																	

Table 6.2.a
Jury Facilities
Space, Furniture and Fixtures

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		FINISHES H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
TRIAL JURY SUITE (cont'd)								
Trial Jury Room	250 (6) 350 (12)	**Movable**: Conference table, conference chairs (7-18)			Durable, medium quality paint/wall covering	Medium quality carpet	Acoustic	S
Galley	20	**Built-in**: Counter, sink, cabinets above and below **Movable**: Accommodation for microwave oven & refrigerator	Cabinets				Acoustic	S
Exhibits Display	—	**Built-in**: Screen, tackboard, whiteboard (magnetic)		18" deep 24" deep	■			
Video Equipment	10	**Movable**: Video monitor station with provision for VCR			Durable, medium quality paint/wall covering	Medium quality carpet	Acoustic	S
Sworn Jury Custodian Station	50	**Movable**: Desk, chair	Drawer				Acoustic	S
GRAND JURY SUITE								
Entry Area	50				Durable, medium quality paint/wall covering	Durable, easily maintained carpet	Acoustic	S
Jurors' Toilets	2 @ 50 ea.	**Built-in**: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)			Paint/ Cer tile	Vinyl/ Cer tile	Paint/ acoustic	S
Galley	20	**Built-In**: Counter, sink, cabinets above and below **Movable**: Accommodation for microwave oven & refrigerator	Cabinets above and below		Durable, medium quality paint/wall covering	Medium quality carpet	Acoustic	S
Security Work Station	50	**Movable**: Desk, chair	Drawer				Acoustic	S
Witness Room	1 @ 200 1 @ 120	**Movable**: Lounge chairs, coffee/side tables, conference table, conference chairs					Acoustic	S
Hearing Room	600	**Built-In**: 21 fixed-base swivel tilt chairs with work surfaces, arranged in 3 tiers with 1st tier at floor level; U.S. Attorney station; Grand Jury foreperson and secretary stations; witness station; court reporter/ recorder station; **Movable**: Attorney swivel chairs, Grand Jury foreperson and secretary swivel chairs, witness swivel chair, court reporter/recorder swivel chair			Highest quality paint/wall covering; paneling wall paper millwork		Acoustic	10'
Exhibits Display	—	**Built-in**: Screen, tackboard, whiteboard (magnetic)		18" deep 24" deep	■			
Video Equipment	10	**Movable**: Video monitor station with provision for VCR			Durable, medium quality paint/wall covering	Medium quality carpet	Acoustic	S
Closet	10	**Built-in**: Shelves	Filing cabinet				Paint/ acoustic	S

Table 6.2.b
Jury Facilities
Access Control and Security

	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											
SPACES	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	REMARKS	GENERAL REMARKS
TRIAL JURY SUITE (cont'd)																
Trial Jury Room		1														
Galley		1		In jury room												
Exhibits Display				In jury room												
Video Equipment				In jury room												
Sworn Jury Custodian Station		1		Off of entry area												
GRAND JURY SUITE																
Entry Area	3	1														
Jurors' Toilets		1		Off of entry area												
Galley																
Security Work Station		1		Off of entry area												
Witness Room		3														
Hearing Room		3	1													
Exhibits Display				In hearing room												
Video Equipment				In hearing room												
Closet		1														

Public 1: Unscreened access (uncontrolled entrance to the building and spaces) **Public 2:** Screened access (public passes through a security check point) **Public 3:** Screened access (locked under certain conditions)
Restricted 1: Uncontrolled access **Restricted 2:** Remote access control (as in CCTV and electric door strikes) **Restricted 3:** Direct access control **Restricted 4:** Counter/Window service
Secure 1: Authorized staff only **Secure 2:** Security staff and prisoners

Table 6.2.c
Jury Facilities
Acoustics and Communication

SPACES	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLET	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
TRIAL JURY SUITE (cont'd)																			
Trial Jury Room	30	0.4-0.6	0.8	65	Use acoustically rated door assembly. Line all ducts					☐	☐	☐							Provide buzzer system between delib. room and jury custodian's station
Galley												☐							
Exhibits Display												☐							
Video Equipment												☐							
Sworn Jury Custodian Station									☐	☐	☐	☐	☐	☐					
GRAND JURY SUITE																			
Entry Area																			
Jurors' Toilets												☐							
Galley												☐							
Security Work Station									☐	☐	☐	☐	☐	☐					
Witness Room		0.5-0.7		65								☐							
Hearing Room	30	0.5-0.7	0.8	65		☐	☐	☐	☐	☐		☐							Provide separate P.A. system for hearing room.
Exhibits Display												☐							
Video Equipment												☐							
Closet																			

Table 6.2.d
Jury Facilities
HVAC and Lighting

SPACES	HEATING, VENTILATION AND AIR CONDITIONING										LIGHTING						GENERAL REMARKS
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	REMARKS	LEVEL(FTC)	TYPE: I = Indirect D = Direct			CONTROL		
	S	W	S	W								FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER	
TRIAL JURY SUITE (cont'd)																	(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%.
Trial Jury Room	70-74 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	☐			100% exhaust; fan to operate only when room is occupied.	40-60	D			☐	☐	
Galley																	
Exhibits Display																	
Video Equipment																	
Sworn Jury Custodian Station	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				40-60	D				☐	
GRAND JURY SUITE																	
Entry Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8					20-30	D				☐	
Jurors' Toilets																	
Galley											20-30	D				☐	
Security Work Station	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				40-60	D				☐	
Witness Room					20	8	80-85				30-40	D				☐	
Hearing Room					20	8	☐			100% exhaust; fan to operate only when room is occupied.	40-60	D			☐	☐	
Exhibits Display																	
Video Equipment																	
Closet																	

Users

Jury Assembly

Users consist of clerical staff and 60 to 200 potential jurors depending on the number of courtrooms in the court facility.

Trial Jury Suite

In the U.S. District Court users consist of up to 18-member juries (12 jurors plus 2-6 alternates).

In the U.S.D.C. Magistrate Judges' Courtroom users consist of up to 8-member juries (6 jurors plus 1-2 alternates).

In the U.S. Bankruptcy Court users consist of up to 8-member juries, if required (6 jurors plus 1-2 alternates).

Grand Jury Suite

Users consist of 16-23 jurors plus U.S. attorneys, witnesses, a foreperson, a secretary and a court reporter/recorder.

Functions/Activities

Jury Assembly

Potential jurors gather here to receive juror orientation, which can require audiovisual equipment, and wait to be called to a courtroom for jury selection. Jurors can spend long periods waiting and, therefore, need facilities that offer some diversion or quiet for reading and writing.

Trial Jury Suite

The trial jury uses this suite throughout the trial and during its deliberations at the conclusion of the trial. While ongoing, the deliberations of a trial jury must be kept strictly confidential. During its deliberations, the jury will discuss testimony and review transcripts, exhibits, and other materials from the trial proceedings. If audiovisual or graphical displays were used in court, they also might be reviewed during deliberations. Trial jury deliberations can vary in length from less than an hour to several days.

Grand Jury Suite

The U.S. attorney presents evidence and witnesses before grand jurors, who decide whether to return an indictment. Deliberating grand jurors and waiting witnesses should be accommodated in separate, adjacent spaces. Jurors will take notes and ask questions during the proceedings.

Accessibility

Jury Assembly

The jury assembly area should be easy to find from major public entrances, and be conveniently accessible to all jury courtrooms, where jury selection takes place. A reception area located outside of the assembly space should be provided. A set of barrier-free toilet facilities for the exclusive use of jurors can be provided inside the space through the soundlock. Access to courtrooms can be through public or restricted circulation. The assembly area may also be used for other group functions, such as training sessions and large meetings.

Trial Jury Suite

A trial jury suite should be directly and privately accessible from the restricted (private) corridor at the rear of the courtroom. The jury should not pass through the public seating area of the courtroom when moving to the trial jury suite. Trial jury suites should not be located where the public, attorneys, and litigants can see, hear, or gain access to jurors. During deliberations, access to the suite is strictly controlled by the sworn jury custodian. Trial jury suites adjoining other functional spaces must have soundproofed common walls.

Grand Jury Suite

The grand jury suite should be accessible by public circulation, with its entrance controlled by a U.S. marshal but easily accessible to the U.S. attorney's staff without requiring them to enter the courts' restricted access areas. The suite should be located in an area with light public traffic on a floor not occupied by courtrooms. Protective and in-custody witnesses should enter this area through the U.S. marshal's secure circulation system. During grand jury hearings, the suite and its individual spaces should be secure. When not being used for grand jury proceedings, the suite also may be used for other group functions, such as training sessions.

Space Size

The net areas specified in this *Guide* exclude the space required to accommodate internal circulation among the listed spaces. While the amount of internal circulation space required varies with each facility's specific design, an additional factor of not less than 20% can be applied during preliminary planning to determine the total usable area of the facility (i.e., the estimated total usable area of the facility is equal to the sum of all the net programmed spaces plus 20%). Also, the number of spaces shown on the SRAC diagram is intended only as illustration; the actual number of spaces required for a specific facility is determined in the building program.

Jury Assembly

Overall size varies, but the assembly area requires 10 NSF per person, with 20 NSF per person in a lounge setting. Sizes for other ancillary spaces are listed in Table 4.1a.

Trial Jury Suites

Trial jury suites require 570 NSF for 12- to 18-member juries and 470 NSF for 6- to 8-member juries, including a soundlock entry vestibule; a conference area with display; two private toilets (either accessed from the soundlock entry or provided with their own soundlocks); a galley with a sink, base cabinets, overcounter cabinets, and accommodation for a microwave oven and small refrigerator; and a coat area.

Grand Jury Suite

Grand jury suites require an 800-NSF hearing room plus 500 NSF for an entry area; two toilets (accessed by soundlock entries); a galley with a sink, base cabinets, overcounter cabinets, and accommodation for a microwave oven and small refrigerator; and a coat closet.

General Design Requirements

Trial jury and grand jury suites should be acoustically enclosed. An entrance vestibule to the trial jury room should be provided, which can double as a soundlock. (See "Acoustics" below.)

Two toilets should be provided for each trial jury suite and each grand jury room. They should be accessible from a vestibule; direct access from the trial jury room or grand jury room should be avoided. If direct access from the jury room is unavoidable, the toilet rooms should be provided with a soundlock(s). The jury assembly area should be provided with male and female toilet rooms sized to meet code for the intended service population.

A drinking fountain or other source of drinking water should be provided for each trial jury and grand jury suite and in the jury assembly facility.

A galley for preparing coffee and refreshments should be provided for the trial jury and grand jury suites and the jury assembly facility, and should include a small sink, base cabinets, overcounter cabinets, and accommodation for a microwave oven and small refrigerator.

In each trial jury and grand jury room, a wall-mounted writing/ display/projection surface should be provided, visible to all jurors. In a grand jury room, this unit should be readily accessible to the U.S. attorney and the witness.

Jury Control Station

In the jury assembly room jury clerk station of 100 NSF per clerk should be provided near the check-in counter in the reception area.

In the Trial jury suite a sworn jury custodian station should be provided outside the soundlock entrance to the trial jury suite. The sworn jury custodian is responsible for the security of jurors during deliberation. The station should accommodate a worksurface with a drawer and an armchair located to allow visual surveillance of the circulation areas leading to the trial jury suite.

In the Grand jury suite a court security workstation at the entry reception area should be provided and should accommodate a worksurface with a drawer(s) and a swivel-base armchair on casters.

Storage should be provided for the jurors' personal belongings (i.e., coats, hats, handbags), preferably in the entrance vestibule.

In addition, coffee-making supplies, serving ware, and toilet supplies shall be stored in cabinets.

Lockable cabinets should be provided for exhibits and audiovisual equipment and supplies that must be left in the trial jury rooms and grand jury rooms.

Finishes. Wall design should consider soundproofing, speech-level acoustics, maintenance, effect on eyestrain, and aesthetics. The ceiling design should consider acoustics and light reflectance. The floor should be carpeted, for comfort and acoustical control.

For trial jury suites located above the ground floor, exterior fenestration is encouraged to provide both natural light and visual relief for jurors. For jury facilities on the ground level, indirect daylighting through clerestory windows or other design features that maintain security and confidentiality should be considered. In both cases, lighting should be controlled with blinds or drapes. Grand jury suites should not have windows. Exterior windows in the jury assembly room, lounge areas, and staff work areas are encouraged.

Specific Design Elements

Jury Assembly

The jury assembly should be provided with vending machines, a coat closet, and seating appropriate to the space:

- Comfortable armchairs with fold-up tablet arms may be provided for prospective jurors assembled for orientation or filling out forms. Tandem seating is encouraged so some of the chairs can be stacked and ganged for easy reconfiguration.
- Upholstered, comfortable armchairs generally are provided in lounge areas where waits are long. Modular, sectional sofas may also be desirable in lounge areas.

Worksurfaces, each at least 30 inches deep by 36 inches wide, should be provided for prospective jurors to work or write on (e.g., carrels). Movable clerical chairs or armchairs also should be accommodated. A built-in task light and a standard power outlet should be provided at each station.

Space for movable tables, at least 36 inches by 36 inches, should be provided for playing games. Movable side armchairs also should be accommodated. At least one table should be accessible to a wheelchair.

A wall-mounted magazine and book rack should be provided near lounge areas in the jury assembly area.

Because some prospective jurors may have to wait inside the jury assembly facility for long periods, a separate lounge area to accommodate smoking should be provided. This space should be ventilated to minimize the spread of smoke and smoking odors into adjacent areas and provided with comfortable lounge furnishings.

Trial Jury Suites

A common central worksurface (e.g., a conference table to seat all jurors and alternates) should be accommodated in each trial jury room.

Seating is generally upholstered, movable, back-supporting, swivel armchairs on casters. There should be enough chairs for both jurors and alternates.

Grand Jury Suites

When not testifying, witnesses should be isolated in witness waiting rooms provided with lounge or conference furnishings.

Witness box:

- When testifying, witnesses should be able to be seen full face as much as possible.
- The witness box should be partially enclosed, including a modesty panel.
- When testifying, witnesses receive, examine, and return exhibits. A fixed shelf for this purpose should be part of the witness box design.
- The witness box should be equipped with a microphone connected to an amplification/audio recording system controlled by the court reporter/recorder.
- When an interpreter is used, he/she should be seated next to or slightly behind the witness and provided with a microphone connected to the room's amplification/audio recording system. The primary focus should remain on the witness.
- The witness stand should be elevated one or two steps above floor level.

Jury seating:

- The jury seating area may be provided in three or four tiers.
- Jurors should be able to see, hear, and be seen by the witness. During examination of the witness, all jurors should be able to see the U.S. attorney and the witness as close to full face as possible.
- Jurors should be provided with comfortable, upholstered, ergonomically designed, fixed-base, swivel armchairs.
- A writing surface for jurors should be provided, either as tablet arms on the chairs or as separate tables or counters. The writing surface need not exceed 18 inches in depth.

Court reporter/recorder station:

- The court reporter/recorder is responsible for recording grand jury proceedings by shorthand, stenographic machine, or electronic recording device and so must see and hear all persons.
- The station should be located close to the witness box.
- The furniture and equipment used by the court reporter/recorder should be movable, so that it can be rearranged easily to suit the preferences of each court reporter/recorder.
- Storage should be provided for machine tapes (a drawer, at least 6 inches high and lockable) and equipment (a lockable built-in cabinet).

U.S. attorney station:

- U.S. attorneys should be able to see, hear, and be seen and heard by the witnesses, jurors, and court reporter/recorder, if present.
- The U.S. attorney station generally is provided with movable upholstered armchairs and a worksurface 30 inches deep by 60 inches wide, minimum. The station should be as high or higher than that of the witness station.
- U.S. attorneys should be able to move easily from their stations to a lectern (optional).
- A microphone connected to a sound system should be provided at the U.S. attorney station and/or at the lectern.

Grand jury foreperson/secretary station:

- This station generally is provided with movable, upholstered, swivel armchairs and a worksurface (30 inches deep by 60 inches wide, minimum).
- The station should be as high as the witness box.
- Both the grand jury foreperson and its secretary must be able to see, hear, and be seen by the witness and the U.S. attorney as close to full face as possible.
- The station should be equipped with a microphone connected to an amplification/audio recording system controlled by the court reporter/recorder.

The door to the grand jury hearing room should be lockable.

Security

Security and Alarm Systems

A silent duress alarm button should be provided at the jury check-in counter in the jury assembly area.

To enhance the security and privacy of other jury areas, a court security officer, marshal, or sworn jury custodian oftentimes is stationed at the entrance to the jury suite; a duress alarm button also should be provided at that workstation.

Emergency Lighting

Standby power for emergency lighting for jury facilities must be provided by the battery/invertor systems.

Acoustics

Jury Assembly

In the assembly room, potential jurors receive instructions regarding discharge of their obligation. The space should be designed to NC35 maximum, with a RASTI of at least 0.8 using a sound system. Other spaces in this area should be designed to NC40.

The sound system must be designed so that the loudspeakers distribute the majority of their energy into the direct sound field, with minimum distribution into the reverberant field. This can be accomplished by providing a highly sound-absorbent environment, with a maximum reverberation time of about 0.4 seconds.

Acoustic Privacy Requirement. Normal.

Wall isolation should be 40 dB NIC for all spaces. Movable partitions in the Jury Clerk's Office should have a transmission loss of 25-27 dB.

Trial Jury Suite

The trial jury room should be designed to NC30, with a minimum RASTI value of 0.8 measured from one side of the room to the other. Reverberation time should be in the range of 0.4-0.6 seconds.

The Acoustic Privacy Requirement shall be inaudible in the entire jury suite and in the trial jury room. It shall be normal in all other spaces within the suite.

To ensure intelligibility and privacy of speech within the trial jury room, the soundlock entry doors should be fully gasketed. The wall isolation should be 65 dB NIC.

Grand Jury Suite

The suite should be designed for NC30, with a RASTI value of 0.8 in the hearing room. Reverberation time should be in the range of 0.5-0.7 seconds.

Acoustic Privacy Requirement: Inaudible.

A wall isolation value of 65 dB NIC should surround the hearing room and witness rooms, which also should be sound isolated from each other.

Heating, Ventilating and Air Conditioning. Air ducts serving the trial jury and grand jury suites should be lined with 2 inches of acoustical absorption for a length of at least 12 feet from the diffuser or return air intake.

Plumbing noise from toilet rooms should be isolated from the main space in all jury areas.

Heating, Ventilating and Air Conditioning (HVAC)

System Description and Control

The jury facilities must be served by a variable air volume system. Trial jury suites should be served from the fan system serving the associated courtrooms. A separate thermostat for each trial jury room is desirable.

Air Distribution

Air distribution systems in the jury facilities must provide separate temperature control and a high degree of acoustical isolation, particularly in the grand jury and trial jury rooms. Return air from the rooms must be ducted directly back to the exhaust air riser. Ductwork must be acoustically treated to meet the acoustical design criteria.

Temperature

Summer: The preferred range is 74-76°F with outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. Winter: The preferred range is 70-74°F with outdoor temperature equal to ASHRAE 99% design dry bulb.

Air Changes

In the Assembly Room the system must provide 10 ACH with 80-85% return.

In the Smoker's Lounge the system must provide 6 ACH with 100% exhaust when the room is occupied.

In the Trial Jury Room and Grand Jury Room 8 ACH with 100% exhaust, 0% return when the room is occupied.

In other spaces provide 8 ACH, with 80-85% return.

Outside Air

The system must provide 20 CFM per person.

Humidity Control

Summer: The preferred range is 45-55% relative humidity when outdoor air is at design temperature. Winter: The preferred range is 25-35% relative humidity when outdoor temperature is ASHRAE 97.5%.

Lighting

Lighting System

The jury assembly areas should be illuminated largely by direct fluorescent units with some additional direct incandescent units in the lounge areas to create a more relaxed atmosphere. The jury assembly room and all areas opening to it require dimming for audiovisual presentations.

Lighting of the trial jury room may be a combination of direct/indirect lighting with dimmer-controlled direct (incandescent) units. This provides a variety of lighting and comfort control possibilities. Jurors need the direct component when reviewing written material; when jurors view exhibits on a projection screen or TV monitor, the indirect (fluorescent) units can be switched off and the direct units dimmed for comfortable viewing, with sufficient residual lighting provided so jurors can make notes.

The grand jury suite should be illuminated by dimmer-controlled direct fluorescent units.

Lighting Levels

In the Jury Assembly provide the assembly room and lounges: 30-40 FTC.

In the Jury Clerk's Office provide 60-75 FTC.

In the Trial Jury Suite provide a soundlock entry: 20-30 FTC.

In the Galley provide: 20-30 FTC.

In the Trial jury room provide: 50-75 FTC.

Grand Jury Suite provide Entry and galley: 20-30 FTC.

In the hearing room and court security workstation provide: 40-60 FTC.

In the Witness room provide: 30-40 FTC.

Electrical, Audio, Video, Communications, and Data Transmission

Normal electrical power distribution

No special requirements. For special distribution a separate and independent electrical system should provide "clean" power to computer workstations.

Designated Power Outlets

Convenience outlets for 120-volt power should be located throughout the facilities.

Outlets on separate circuits should be provided for the galley unit.

Outlets on separate circuits should be provided for the following equipment in the juror orientation and in the grand jury hearing and trial jury rooms:

- Film and slide projection units.
- TV monitor and VCR.
- Audio tape recorder/player.

Special receptacles should be provided for computers located in the Jury Clerk's Office and at the stations for court security, the U.S. attorneys, and the court reporter/recorder in each grand jury suite.

An outlet for a wall-mounted clock must be provided in the juror orientation area, the trial jury room, and the grand jury hearing room.

Audio

A sound system should be provided in the jury assembly ***are and grand jury hearing room.

The sound system must allow audio inputs from video or other projection equipment.

Video

In the juror lounges and assembly area, one or more outlets connected to the building MATV system or an independent cable TV system should be provided.

Communications

In the trial jury suite, a pushbutton and buzzer system should be provided between the sworn jury custodian station and the foreperson's station. Telephone/intercom instruments should be provided in the Jury Clerk's Office, at the security desks, and at the U.S. attorney station in the grand jury hearing room.

Data Transmission

Data transmission outlets in jury facilities should connect to other Judiciary-related offices within the court facility.

Data transmission outlets should be located at the following:

- Jury Clerk's Office, connecting to the U.S.D.C. Clerk's Office and possibly to the U.S.B.C. Clerk's Office.
- Court security workstation in the grand jury suite, connecting to the U.S.M.S. Office.
- U.S. attorney station and court reporter/recorder station in each grand jury hearing room.

CHAPTER 7:
COURT LIBRARY

CHAPTER 7:
COURT LIBRARY

This chapter contains a spatial relationship, accessibility and circulation (SRAC) diagram, design guide tables and specific design guidelines for the court library including the main, the satellite and the unstaffed library.

Figure 7.1
Court Library SRAC Diagram

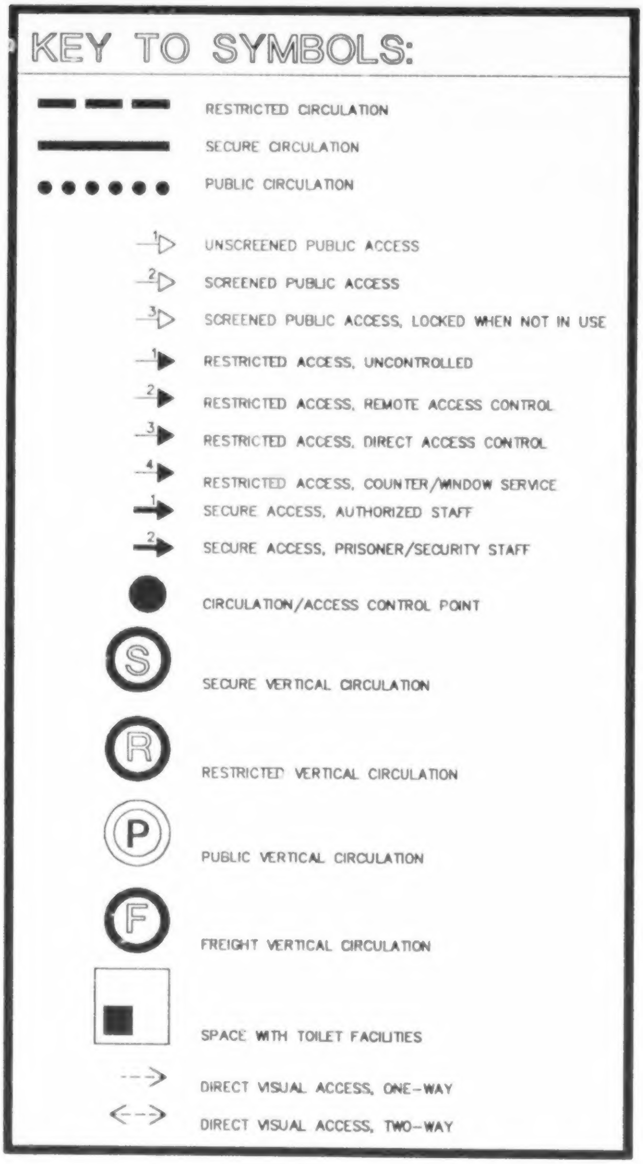

KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1 UNSCREENED PUBLIC ACCESS
2 SCREENED PUBLIC ACCESS
3 SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1 RESTRICTED ACCESS, UNCONTROLLED
2 RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3 RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4 RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1 SECURE ACCESS, AUTHORIZED STAFF
2 SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S SECURE VERTICAL CIRCULATION
R RESTRICTED VERTICAL CIRCULATION
P PUBLIC VERTICAL CIRCULATION
F FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY

Table 7.1.b
Court Library
Access Control and Security

	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											
SPACES	PUBLIC	RESTRICTED	SECURE	**REMARKS**	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	**REMARKS**	**GENERAL REMARKS**
LIBRARY SPACES																(1) The proposed square footage in several of the areas has been determined by whether it is a central library, a satellite library, or unstaffed library serving a particular district.
Public Entry/Lobby	3															
Circulation/Control Area	2	1		Adjacent to public entry												
Periodical Area	2			Near circ/control and casual reading areas												
Reference/Card Catalog Area	2	1		Adjacent to circ/control area												
Casual Reading Area	2			Adjacent to reference area												
Computer Aided Legal Research (CALR) — Public Access		3														
CALR — Staff Access		1														
Stack Area: General	2															
Study Room	3															
Study Area: Table	2															
Study Area: Carrel	2															
Court Personnel Work Area		1														
OFFICES																
Circuit Librarian		1					☐									
Private Toilet																
Deputy Circuit Librarian		1					☐									
Professional Staff		1					☐									
Technical Staff		1		Located in technical service area												

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 7.1.c
Court Library
Acoustics and Communication

	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
SPACES	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	**REMARKS**	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	**REMARKS**
LIBRARY SPACES																			
Public Entry/Lobby	40	0.5-0.8																	
Circulation/Control Area	40	0.5-0.8							☐	☐	☐	☐	☐	☐					
Periodical Area	35	0.5-0.8																	
Reference/Card Catalog Area	35	0.5-0.8																	
Casual Reading Area	35	0.4-0.6			Use sound absorbent furniture														
Computer Aided Legal Research (CALR) — Public Access	35	0.4-0.6			Place sound absorbent material around terminals				☐	☐	☐	☐	☐	☐					
CALR — Staff Access	35	0.4-0.6			Place sound absorbent material around terminals				☐	☐	☐	☐	☐	☐					
Stack Area: General	40								☐	☐	☐	☐	☐	☐					
Study Room	30	0.4-0.6	0.8	50						☐		☐							
Study Area: Table	30	0.4-0.6		50															
Study Area: Carrel	30	0.4-0.6		50							☐	☐	☐						
Court Personnel Work Area	35	0.6-0.8		50					☐	☐	☐	☐	☐	☐					
OFFICES																			
Circuit Librarian	30	0.4-0.6		50					☐	☐	☐	☐	☐	☐					
Private Toilet	30	0.4-0.6		50					☐	☐	☐	☐	☐	☐					
Deputy Circuit Librarian	30	0.4-0.6		50					☐	☐	☐	☐	☐	☐					
Professional Staff	35	0.4-0.6							☐	☐	☐	☐	☐	☐					
Technical Staff	35	0.4-0.6							☐	☐	☐	☐	☐	☐					

Table 7.1.d
Court Library
HVAC and Lighting

	HEATING, VENTILATION AND AIR CONDITIONING										LIGHTING							
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE			TYPE: I = Indirect D = Direct			CONTROL			
SPACES	S	W	S	W						REMARKS	LEVEL (FTC)	FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER	REMARKS	GENERAL REMARKS
LIBRARY SPACES																		(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%.
Public Entry/Lobby	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				30-40	D			☐			
Circulation/Control Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				40-60	D			☐			
Periodical Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75	D			☐			
Reference/Card Catalog Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75	D			☐			
Casual Reading Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				40-60	D			☐			
Computer Aided Legal Research (CALR) — Public Access	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				30-40	D			☐			
CALR. — Staff Access	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				30-40	D			☐			
Stack Area: General	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				40-60	D			☐			
Study Room	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75	D			☐			
Study Area: Table																		
Study Area: Carrel															☐		Provide task lighting	
Court Personnel Work Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				40-60	D			☐			
OFFICES																		
Circuit Librarian	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75	D			☐			
Private Toilet																		
Deputy Circuit Librarian																		
Professional Staff	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75	D			☐			
Technical Staff	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75	D			☐			

Table 7.2.a
Court Library
Space, Furniture and Finishes

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		FINISHES H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
OTHER SPACES								
Copier — Coin-Op Public	80 per copier	**Movable:** Copier, work surface, supplies storage	Supplies cabinet		Durable, medium quality paint/wall covering	Vinyl	Acoustic	S
Copier — Staff	50/80/120 ea.** (1)	**Movable:** Copier, work surface, supplies storage	Supplies cabinet			Vinyl	Acoustic	S
Microfiche Area — Public & Staff	35/machine + 12/cabinet	**Movable:** Microfilm reader/printer, work surface, chair, microfilm storage cabinets	Microfiche cabinets			Durable, easily maintained carpet	Acoustic	S
Supplies Storage	100 min.	**Built-in:** 12" deep shelves on 2-3 walls	Shelved supplies	12" deep	Paint	Vinyl	Paint	S
Technical Service Area	200/400 min. (1)	**Movable:** Bookshelf units, work surfaces, swivel chairs, book carts, special equipment (including OCLC terminal)	Supply cabinets		Durable, medium quality paint/wall covering	Vinyl	Acoustic	S
Microfiche Duplicator	55	**Movable:** Microfiche duplicator, operator chair				Vinyl	Acoustic	S
Rare Book/ Court Archives Room	Special design	**Built-in:** Specially designed bookcases **Movable:** Display cases, conference table, arm chairs			■	Durable, easily maintained carpet	■	S
Coat Storage — Public	10 min.	**Built-in:** Shelves, coat rod	Coats, personal effects		Durable, medium quality paint/wall covering		Acoustic	S
Coat Storage — Staff	10 min.	**Built-in:** Shelves, coat rod	Coats, personal effects				Acoustic	S
Storage Area	200/400 min.* (1)	**Built-in:** 18" deep shelves on 2-3 walls	Shelves	18" deep	Paint	Vinyl	Paint	S
Mailroom	75/150 min.* (1)		Bulk & equipment storage		Paint	Vinyl	Paint	S
Freight Staging Area	75/150 min. (1)		Bulk & equipment storage		Paint	Vinyl	Paint	S
Shelving Area	9/shelf unit	**Built-in:** Bookshelf units	Shelving	12" deep	Durable, medium quality paint/wall covering	Durable, easily maintained carpet	Acoustic	S
Toilet: Staff	As req'd., min 2 @ 5	**Built-in:** WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)			Durable, medium quality paint/tile/wall covering	Vinyl	Paint	S
Staff Lounge	40 galley + 10/staff	**Built-in:** Counter, sink, cabinets above and below **Movable:** Dining chairs, tables, lounge chairs, accommodation for microwave oven and refrigerator	Cabinet			Vinyl	Paint	S

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* The net square footages shown apply to a satellite library and central library respectively.
** The net square footages shown apply to an unstaffed library, satellite library and central library respectively.

Table 7.2.b
Court Library
Access Control and Security

	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											
SPACES	PUBLIC	RESTRICTED	SECURE	**REMARKS**	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	**REMARKS**	**GENERAL REMARKS**
OTHER SPACES																
Copier — Coin-Op Public	2															
Copier — Staff		1														
Microfiche Area — Public & Staff	2															
Supplies Storage		3														
Technical Service Area		1														Colocate with technical staff
Microfiche Duplicator		1														Colocate with technical staff
Rare Book/Court Archives Room	3	3														May be used as court staff conference room
Coat Storage — Public	2			Near entry/lobby												
Coat Storage — Staff		1		Near staff entry												
Storage Area		1														
Mailroom		1		Next to tech. services & freight staging areas												
Freight Staging Area		1		Next to tech. services area and mailroom												
Shelving Area		1		Adjacent to technical services												
Toilet: Staff	2															
Staff Lounge		1														

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 7.2.c
Court Library
Acoustics and Communication

SPACES	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
OTHER SPACES:																			
Copier — Coin-Op Public													☐						
Copier — Staff													☐						
Microfiche Area — Public & Staff	40	0.4-0.6							☐	☐		☐	☐	☐					
Supplies Storage																			
Technical Service Area									☐	☐		☐							
Microfiche Duplicator									☐	☐		☐							
Rare Book/Court Archives Rm																			
Coat Storage — Public																			
Coat Storage — Staff																			
Storage Area																			
Mailroom	45			50					☐	☐		☐							
Freight Staging Area												☐							
Shelving Area													☐	☐					
Toilet: Staff												☐							
Staff Lounge	40			50						☐		☐							

Table 7.2.d
Court Library
HVAC and Lighting

SPACES	HEATING, VENTILATION AND AIR CONDITIONING										LIGHTING							GENERAL REMARKS
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERA (NC)	EMERGENCY SMOKE PURGE	REMARKS	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		REMARKS	
	S	W	S	W								FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER		
OTHER SPACES																		(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%.
Copier — Coin-Op Public	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				40-60	D			☐			
Copier — Staff	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				40-60	D			☐			
Microfiche Area — Public & Staff	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				40-60	D			☐			
Supplies Storage	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)														
Technical Service Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				40-60	D			☐			
Microfiche Duplicator																		
Rare Book/Court Archives Room										Special Design							Special Design	
Coat Storage — Public																		
Coat Storage — Staff																		
Storage Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)														
Mailroom	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				60-75	D			☐			
Freight Staging Area																		
Shelving Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)							40-60	D			☐			
Toilet: Staff																		
Staff Lounge	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85				30-40	D	D					

Users

Patrons

- Court personnel: primarily judges, law clerks, staff attorneys, circuit and district executive's staff and clerk's staff.
- Public, including private attorneys, U.S. attorneys, and Federal public defenders.

Library Staff

- Circuit librarian, deputy circuit librarian, and professional, automation, and technical staff.
- Staffing levels depend on the size of the collection and the court facility the library serves.

Functions/Activities

The court library (not to be confused with the collections maintained in chambers and Judiciary-related offices) and its staff assist legal researchers by collecting and organizing legal materials and by facilitating use of the materials by patrons. Court libraries are part of the USCA and, as such, operate somewhat autonomously from circuit to circuit.

The library staff facilitates legal research by furnishing references and circulation assistance to users, answering questions, suggesting research strategies to locate sources, preparing bibliographies, and operating a computer-assisted legal research program.

They also support legal research by acquiring, processing, cataloging, and conserving library resources. Librarians disseminate information to court personnel and provide assistance to the Judiciary in the use of information technology.

Court libraries occur as central libraries, satellite libraries, or unstaffed libraries. Each circuit requires a central court library, which generally houses the circuit's main collection, serves as the headquarters location for administration and operation of the circuit's library services, and is located at the central court facility for that circuit. Satellite court libraries provide varying levels of services, collections, and staffing as the needs and size of their service populations vary. Typically, a satellite court library with one professional or technical staff person (sometimes part-time) is established for any court location having at least five active resident judicial officers. Unstaffed court libraries sometimes are provided at locations having less than five active resident judicial officers; usually, a location with only one or two judicial officers has chambers collections only.

Accessibility

The library requires accessibility primarily from restricted circulation areas, although public access also can be required in district and bankruptcy courts. The library can require access during evening and weekend hours, without compromising security in the judicial building as a whole. Entrances and exits should be located so library staff can monitor them during on-duty hours. All open stacks and at least one study space of each type should be wheelchair accessible with upper shelves of the stacks accessible with staff assistance.

Space Size

Each circuit requires a central main library, with staffed and unstaffed branch libraries provided in the district locations; therefore, in Tables 7.1.a and 7.2.a, many of the functional spaces have received two area allotments, where the larger size applies to the circuit's central library or to relatively large staffed satellite libraries. Other functional areas are determined by the size of the collection, the number of court staff and public users, and the size of the of library staff. Typically, the minimum collection for a library (again, not to be confused with a chambers collection) comprises of approximately 25,000 volumes and occupies at least 2,500 NSF for the collection alone.

This *Guide* assumes that the area allocated for the collection (the stacks areas) will be designed as one contiguous rectangle. Where providing such an area is impossible, the space allocated to the collection must be increased. This *Guide* also assumes that the design program for the library will consider expansion needs and that, for planning purposes, stacks have reached capacity when 70-80% of the available shelf space is occupied (e.g., using an average planning increment of five volumes per linear foot of shelving, a range 3 feet wide and six shelves high will be at capacity when it contains 60 to 70 volumes). Where predicting the expansion needs of a planned collection is difficult, the design program should provide for greater expansion by using a capacity factor of 50-60% instead.

The net areas specified in this *Guide* exclude the space required to accommodate internal circulation among the listed spaces. While the amount of internal circulation space required varies with each facility's specific design, an additional factor of not less than 20% can be applied during preliminary planning to determine the total usable area of the facility (i.e., the estimated total usable area of the facility is equal to the sum of all the net programmed spaces plus 20%). Also, the number of spaces shown on the SRAC diagram is intended only as illustration only; the actual number of spaces required for a specific facility is determined in the building program.

Design Requirements

Circulation/Reference Areas

Furniture. The circulation/reference desk should be stand-up height, at least 20 feet long for a central library and at least 12 feet long for a branch library. It should accommodate one microcomputer with modem and printer, an OCLC terminal, public access CD-ROM station with printers, and a facsimile machine. A bookdrop with space below for a book truck with a compressible shelf, a card file unit with drawers, and a knee-hole space with footrail for one swivel chair should also be accommodated. A card catalog unit and/or computerized catalog for patrons should be provided near the reference desk.

Storage. A coat rack for patrons should be provided near the entry. Book shelving should be provided for reference books, preferably low units.

Periodical Area

Periodical shelving units, newspaper racks, and magazine display units should be intermingled with lounge chairs and side tables.

Computer-Assisted Legal Research (CALR)

The CALR stations should be located where they can be closely monitored by library staff. The staff will share patron terminals for research and training; they need separate terminals in staff areas of the library.

Furniture. Each workstation should accommodate a PC, modem, and printer. The workstation may be L-shaped or U-shaped, with a swivel chair with recessed arms. Workstations should be in an enclosed space separated by acoustical panels.

Storage. Shelving should be provided for manuals and aids in the CALR area, with shelving within each workstation for user's papers and books.

Bookstacks

Furniture. Bookshelf sections typically are 36 inches wide, six to seven shelves high, and preferably 10 inches deep per shelf face. Metal shelving systems with end panels incorporating wood or other decorative finishes should be used. The majority of the collection should be shelved on double-faced units with adjustable shelves and a reference pull-out shelf every other section. CD-ROM stations should be interspersed throughout the stacks areas. Aisles should be at least 36 inches wide, with 48-inch cross aisles at the end of every range; each range should be no more than seven or eight units long. Major traffic aisles should be at least 60 inches wide. Floors must accommodate at least 150 pounds per square foot (PSF) live load for normal shelving areas and 300 PSF for high-density shelving areas.

In libraries with severe space constraints, part of the collection may be shelved in movable compact shelving, requiring tracks recessed in the floor or raised flooring. Floors supporting this type of shelving must accommodate live loads of at least 300 PSF.

Fenestration. Exterior fenestration is not desirable directly adjacent to bookstacks, due to the damaging effects of sunlight.

Rare Book/Court Archives Room

The Rare Book/Court Archives room should be lockable, with the staff admitting and surveilling users from the circulation desk. It should not be located close to the library's main or secondary ingress/egress points.

Furniture. Specially designed and lockable bookshelving may be required if the room is accessible to the public or used for conferences. Shelving with glass doors and display lighting should be provided, if the collection is to be made a focal point or decorative element in the room. Other furnishings may include display cases, a conference table, and armchairs.

Fenestration. Exterior fenestration is not desirable, due to the damaging effects of sunlight. Interior fenestration into other parts of the library is desirable, to allow staff to monitor the space and to extend any decorative aspects of the room into the rest of the library.

Study Spaces

Furniture. Space for study tables and study carrels should be provided. Study tables should be large (4 feet by 8 feet), with upholstered, padded armchairs. Study carrels should also be 4 feet wide, with one or two shelves above the worksurface. Study rooms also should be provided with space for tables and chairs for group study. A room reserved solely for by court personnel may have either or both types of furnishings, depending on court needs.

Fenestration. Windows allowing an exterior view and natural light are highly desirable for most study spaces. For enclosed study rooms, interior fenestration is preferable, since users may need to darken these rooms to view video; it also allows others to determine whether the rooms are occupied.

Staff Offices

Library staff offices should be located near the entrance and circulation/reference areas. Technical staff require workstations in or near the technical services area.

Furniture. Library staff offices are generally furnished with L-shaped or U-shaped desks or workstations, depending on the size of the office. The circuit librarian is be provided with executive-level furnishings, including a minimum of four book sections (preferably built-in), two file cabinets, and four visitor chairs. Smaller library staff offices require fewer of the same furnishings. All staff workstations should accommodate a computer terminal(s), a typewriter, a printer, and other accessories.

Fenestration. Exterior fenestration is desirable for all offices, with interior fenestration also necessary so library staff can monitor activity in the library.

Technical Services Area

Furniture. This area should accommodate bookshelf units, work tables, book carts, supply cabinets, and file cabinets. In some libraries, staff workstations can be incorporated into this space. A built-in sink should be provided, but other furnishings should be movable for future flexibility. Other special equipment, such as copiers, a facsimile machine, and a microfiche duplicator(s), also can be located in this area.

Fenestration. Exterior fenestration is desirable, if excessive light is controlled. Interior fenestration should be provided into adjoining staff areas.

Support Spaces

A supply storage area, general storage area, mailroom, freight staging area, and shelving area should be located near the technical services area. In addition, the freight staging area must be conveniently accessible to the building loading dock.

The supply storage, general storage, and shelving areas should be provided with built-in shelving, as indicated in Table 7.2.a.

Microform Area (Patrons and Staff)

The microform area should be located near the reference area so staff can assist patrons and to use the materials themselves easily.

Furniture. Carrels with microform readers/printers should be located near microform storage cabinets. Because allowable live load requirements for microfiche storage cabinets can range as high as 500 PSF, equipment selection and location must be coordinated early in the planning and design process.

Fenestration. Exterior fenestration is not desirable in this area, since the readers require a controlled light environment. Interior fenestration into library areas should be provided if this area is an enclosed space.

Copier Areas (Patrons and Staff)

Each copier area should contain a copier, a work table or counter, and supplies storage.

These rooms should be enclosed or semi-enclosed to contain noise. The public copier(s) should be coin-operated and located near the circulation/reference areas. The staff copier should be located near the staff offices and technical services area.

Finishes

Floors. In general, the library should be carpeted with a material that can accommodate heavy traffic and the rolling of book carts. Offices and the computer research areas must have anti-static carpets. Storage and work areas, such as around the sink in the technical services area, should have water- and mar-resistant floor finishes.

Walls. Finishes must consider light reflectance, acoustics, maintenance, and protection of outside corners from book carts.

Ceilings. All ceilings in the library require good light reflectance. Acoustical treatment is required in all areas except storage areas.

Security

Access to the library should be located within the court security perimeter screened by the U.S. Marshals Service. Libraries with limited staffing can have only limited public access. The circulation desk and the library staff offices should be provided with duress alarm devices. Library materials can be best secured and controlled with a bar-scanner circulation system; some libraries with serious book-loss problems also require book-detection systems. Doors to offices, workrooms, CALR rooms, and storage areas should lock with keys.

Acoustics

Finishes and Construction

The required reverberation time determines the degree to which acoustically absorptive finishes should be used in the various rooms. The entire library should be acoustically isolated from other court functions, and noise-generating functions within the library should be isolated to keep adjacent areas quiet. Areas requiring speech privacy, such as the circuit librarian's office, should meet the wall isolation requirement of 50 dB NIC, implying the use of slab-to-slab partitions.

Acoustic Privacy Requirement

Confidential. All private offices, study rooms, court personnel work areas, the toilet room, and the staff lounge.

Normal. CALR areas, copier areas, microfiche areas, rare book/court archives room, mailroom, freight staging area, and shelving area.

Minimal. All other areas.

Noise Reduction

All plumbing runs from toilets should be isolated from noise-sensitive areas.

Heating, Ventilating and Air Conditioning (HVAC)

Temperature

Summer: The preferred range is 74-76°F with outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. Winter: The preferred range is 70-74°F with outdoor temperature equivalent to ASHRAE 99% design dry bulb.

Air Changes

The system must provide for eight ACH.

Outside Air

The system must provide for a minimum of 20 CFM per person of outside air.

Humidity Control

Summer: The preferred range is 45-55% relative humidity when outside air is at design temperature. Winter: The preferred range is 25-35% relative humidity when outside temperature is ASHRAE 97.5%.

The rare book/court archives room and the microform storage area require special, more constant humidity levels:

- Microforms: 30%.
- Bookstacks: 40-50%.

Lighting

The lighting in the library should be switch-controlled direct fluorescent units with indirect fluorescent units allowed in areas with computer screens and microform readers. A master switch should be provided at the library staff entrance.

A lighting level of 30-40 FTC should be provided in areas where reading of printed material does not occur. In shelving, casual reading, and general work areas, the lighting level should be 40-60 FTC. In staff offices and areas where small print must be read without the benefit of task lighting, a higher lighting level of 60-75 FTC should be provided. Study spaces should be provided with task lighting. The rare book/court archives room should have a special lighting design that depends on the use of the room and the sensitivity of the materials stored.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution

Normal duplex convenience outlets should be provided for housekeeping throughout the library. "Clean" power outlets should be provided wherever computers and other sensitive electronic equipment are used. All study spaces should have access to outlets.

Audio

A paging system, used for calling patrons to the circulation/ reference desk to receive messages, can be desirable in larger libraries. Its microphone and controls should be located at the circulation/reference desk; its speakers should be located throughout the public areas of the library.

Video

No requirements.

Communications

All staff offices and work areas should be provided with a telephone outlet. In addition, all enclosed private study areas and the CALR stations should be equipped with telephone outlets. All outlets used only by staff and court personnel should have intercom capability.

Data Transmission

Staff offices, work areas, study areas, CALR areas, and the reference/circulation desk should be provided with wall-mounted clocks.

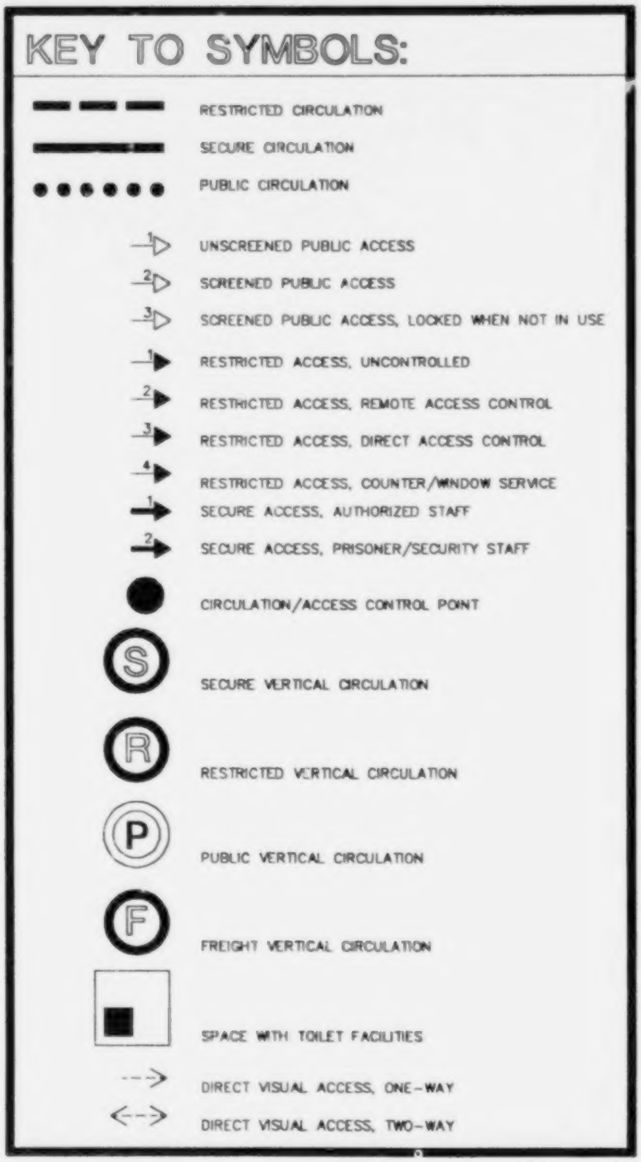
All computers and printers in staff, court personnel, and computer research areas should be connected to the court's LAN system. CALR areas should be connected through modems to the legal databases.

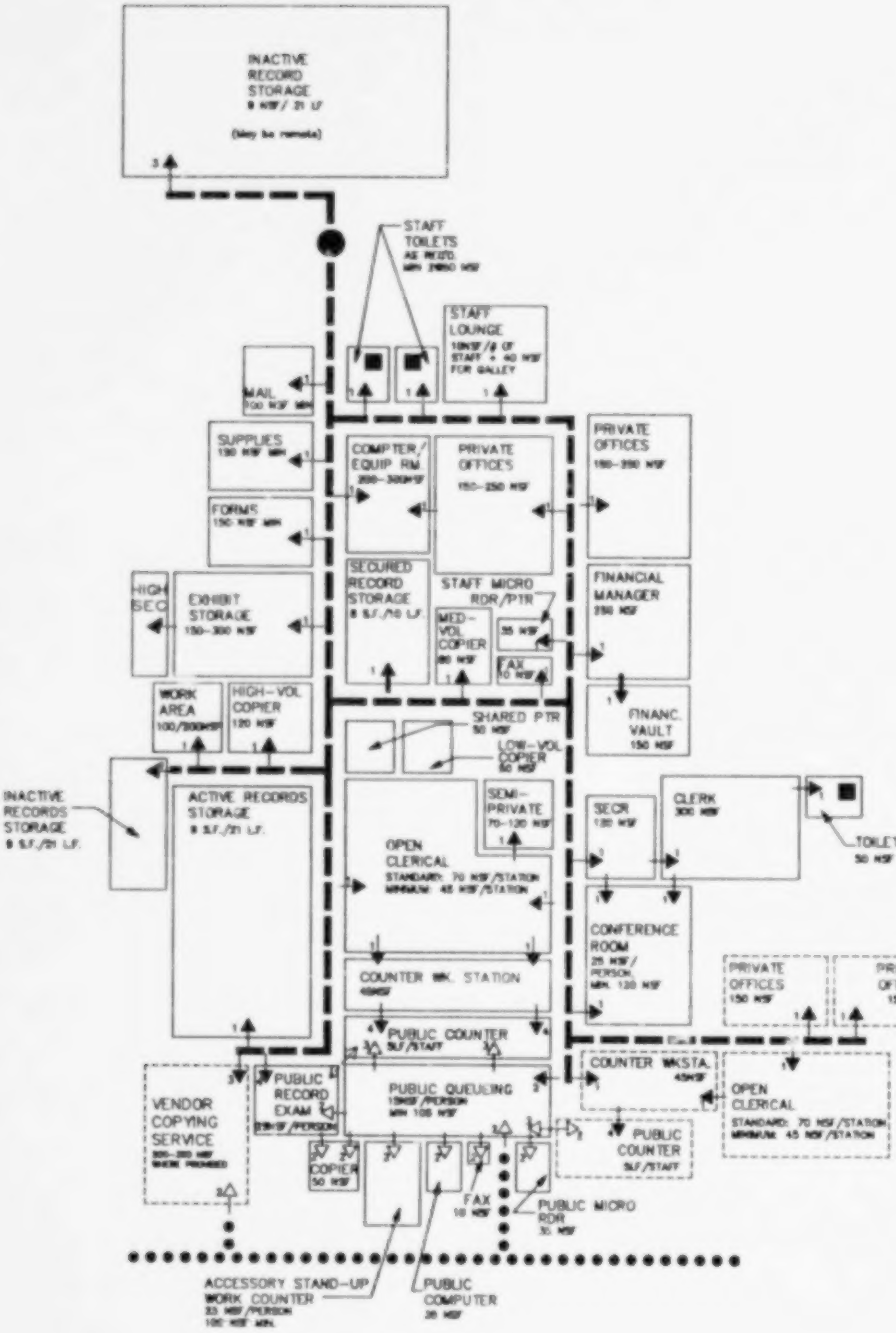
CHAPTER 8:
CLERK'S OFFICE

CHAPTER 8:
CLERK'S OFFICE

This chapter contains a spatial relationship, accessibility and circulation (SRAC) diagram, design guide tables and specific design guidelines for the U.S.C.A. Clerk's Office, the U.S.D.C. Clerk's Office, and the U.S.B.C. Clerk's Office.

Figure 8.1
Clerk's Office
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY


INACTIVE RECORD STORAGE
8 NSF/ 21 LF
(May be remote)
3
STAFF TOILETS
AS REQD.
MIN 2@50 NSF
STAFF LOUNGE
10NSF/# OF STAFF + 40 NSF FOR GALLEY
MAIL
100 NSF MIN
SUPPLIES
150 NSF MIN
FORMS
150 NSF MIN
HIGH SEC
EXHIBIT STORAGE
150–300 NSF
COMPTER/ EQUIP RM.
200–300NSF
PRIVATE OFFICES
150–250 NSF
PRIVATE OFFICES
180–280 NSF
SECURED RECORD STORAGE
8 S.F./10 L.F.
STAFF MICRO RDR/PTR
35 NSF
MED-VOL COPIER
80 NSF
FAX
10 NSF
FINANCIAL MANAGER
250 NSF
FINANC. VAULT
150 NSF
WORK AREA
100/300NSF
HIGH-VOL COPIER
120 NSF
SHARED PTR
50 NSF
LOW-VOL COPIER
50 NSF
INACTIVE RECORDS STORAGE
8 S.F./21 L.F.
ACTIVE RECORDS STORAGE
8 S.F./21 L.F.
SEMI-PRIVATE
70–120 NSF
OPEN CLERICAL
STANDARD: 70 NSF/STATION
MINIMUM: 45 NSF/STATION
SECR
120 NSF
CLERK
300 NSF
TOILET
50 NSF
CONFERENCE ROOM
25 NSF/ PERSON, MIN. 120 NSF
COUNTER WK. STATION
45NSF
PUBLIC COUNTER
5LF/STAFF
PRIVATE OFFICES
150 NSF
PRIVATE OFFICES
150 NSF
VENDOR COPYING SERVICE
200–280 NSF WHERE PROVIDED
PUBLIC RECORD EXAM
25NSF/PERSON
PUBLIC QUEUEING
15NSF/PERSON
MIN 105 NSF
COUNTER WKSTA.
45NSF
OPEN CLERICAL
STANDARD: 70 NSF/STATION
MINIMUM: 45 NSF/STATION
PUBLIC COUNTER
5LF/STAFF
COPIER
50 NSF
FAX
10 NSF
PUBLIC MICRO RDR
35 NSF
ACCESSORY STAND-UP WORK COUNTER
35 NSF/PERSON
100 NSF MIN.
PUBLIC COMPUTER
20 NSF
1
2
3
4

NOTE: In this area, the space types indicated with dashed lines would be required to support the activities of the USDC Clerk's pro se clerks, where provided.

Table 8.1
Clerk's Office
Space and Finishes

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	FINISHES Unless otherwise noted refer to PBS P 3430.1A: Chapter 3 Architectural Elements.	
			Walls	Floor
OFFICES				
Private offices				
Clerk of Court, w/private toilet	300 + 50		High quality paint/wall covering	Highest quality carpet
Senior staff	250			
General staff, incl. pro se attorneys	150			
Semi-private offices				
Supervisor	120			
General staff	70			
Open work stations				
General staff, depending on equipment used[1]	Std. 70 Min. 45			
Counter and cashier work stations	45			
PUBLIC AREAS				
Queuing/work area	15 /person, min. 105			
Counter (including cashier stations)	5 LF/staff position	Built-in: Stand-up counter		
Accessory stand-up work counter	25 /person, 100 min.	Built-in: Stand-up counter		
Coin-operated copier area	50			
Microform reader/printer	35			
Records exam area	25 /person, 125 min.			
Public access computer station	35			
Public pay facsimile machine	10			
GENERAL SPACES				
Records storage				
Secured records	8 /10 LF			
Active records	9 /21 LF			
Inactive records	9 /21 LF			
Financial vault	min. 150			
Microform storage area	12 /cabinet			
Microform reader/printer	35			
Exhibit storage				
Large office	min. 300			
Intermediate-size office	min. 225			
Small office	min. 150			

[1] Note: Space sizes for open workstations do not include allowance for internal circulation. See "Smaller Open Work Stations" in Chapter 13 for areas less than standard

Table 8.1
Clerk's Office
Space and Finishes (continued)

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	FINISHES Unless otherwise noted refer to PBS P 3430.1A: Chapter 3 Architectural Elements.	
			Walls	Floor
GENERAL SPACES (cont'd)				
Evidence vault	min. 150			
Equipment storage				
Large office	min. 150			
Small office	min. 50			
Work area				
Large office	15 /staff, min. 200			
Small office	15 /staff, min. 100			
Copier area, per copier	50/80/120 (low, med., high vol.)			
Mail work area				
Large office	min. 200			
Small office	min. 100			
Computer room				
Large office	min. 300			
Small office	min. 200			
Conference room	25 /person, 120 min.			
Fax work station	10			
Shared VDT/printer	50			
Safe	20			
Shredder	25			
Forms storage	min. 150			
Bulk storage	Refer to Chapter 11: Court-Related Facilities			
Supplies storage, short term				
Large office	300			
Small office	150			
Staff lounge/break room	10/staff + 40 kitchen			
Coat storage	20			
Staff toilets	As req'd., min. 2 @ 50			
Vendor copying service	200-300 (where provided)			

Users

U.S. Court of Appeals Clerk's Office

Users consists of staff of the U.S.C.A. Clerk's Office; U.S.C.A. judges and support staff; staff of other U.S.C.A. functions (i.e., staff attorney); private and government attorneys; legal messenger services; news media representatives; and the general public, including parties to litigation.

U.S. District Court Clerk's Office

Users consist of staff of the U.S.D.C. Clerk's Office; U.S.D.C. judges, magistrate judges, and support staff; court reporters/recorders; private and government attorneys; legal messenger services and other attorney support services; title companies and other private concerns researching court records; news media representatives; and the general public, including parties to litigation, witnesses, and others.

U.S. Bankruptcy Court Clerk's Office

Users consist of staff of the U.S.B.C. Clerk's Office; U.S.B.C. judges and support staff; bankruptcy administrator staff, where applicable; court reporters/recorders; U.S. trustees staff; private and government attorneys; legal messenger services and other attorney support services; title companies and other private concerns researching court records; staff of private copying vendors; news media representatives; and the general public, including debtors, creditors, witnesses, and others.

Functions/Activities

A Clerk's Office receives files, documents, and filing fees from attorneys; maintains case dockets and court calendars; distributes court directives including notices, subpoenas and summonses; responds to public inquiries; and serves as a central source of public information for the court. Each Clerk's Office performs specialized functions required by the particular court it serves. For example, the U.S.D.C. Clerk's Office assists with jury management and, in many locations, provides personnel to assist pro se litigants.

The level and type of activity at the Clerk's public counter vary greatly with the type of court being served. For the U.S.C.A. Clerk's Office (which may also provide public reception services for the Staff Attorney's Office), most business is conducted by mail; public traffic volume is generally low, except on hearing days, when the volume of attorney traffic can be relatively high. The U.S.D.C. Clerk's Office generally experiences peaks of public traffic at the counter in the early morning and the early afternoon, with a constant but moderate stream of traffic throughout the remainder of the day; a large Clerk's Office operation can establish specialized "windows" to accommodate various activities especially during the rush periods. The U.S.B.C. Clerk's Office is constantly busy, with multiple counter stations open to minimize waits and to provide a degree of specialization.

Accessibility

Convenient and direct circulation must be provided for the potentially high volume of public traffic. Clerk and court staff also must have quick and convenient restricted access to and from courtroom/chambers floors.

Space Size

The net areas specified in this *Guide* exclude the space required to accommodate internal circulation among the listed spaces. While the amount of internal circulation space required varies with each facility's specific design, an additional factor of not less than 20% can be applied during preliminary planning to determine the total usable area of the facility (i.e., the estimated total usable area of the facility is equal to the sum of all the net programmed spaces plus 20%). Also, the number of spaces shown on the SRAC diagram is intended only as illustration; the actual number of spaces required for a specific facility is determined in the building program.

Design Requirements

Refer to document PBS P 3430.1A: Chapter 3. Architectural Elements.

Security

The security and alarm systems for the Clerk's Office should function as an integral part of the security and alarm systems for the total court facility. The evidence and financial vaults should be provided with vault door contacts and heat sensors. Doors from public area to restricted access areas should have electric strike locks. The clerk's private office, the staff side of the public counter, and other public service areas should be equipped with silent duress alarm buttons connected to the USMS control/communications room. In some cases, the public counter (including any cashier stations) should be constructed of anti-ballistic material. Doors to all private offices and enclosed storage areas should have key locks. Refer to document PBS P 3430.1A: Chapter 14. Physical Security for additional security criteria.

Location of Security and Alarm Systems

Locate security and alarm systems at the public counter stations, including cashier stations, the Clerk's private office, and the financial and evidence vaults.

Acoustics

Private offices, toilets, the staff break/lunch room, and the conference room should be completely separate acoustically from adjoining spaces. (Acoustic Privacy Requirement: Confidential.) The public counter area should be somewhat acoustically separate from adjacent open work areas, so staff are afforded privacy and freedom from distraction. (Acoustic Privacy Requirement: Normal.) Refer to document PBS P 3430.1A: Chapter 20, Part 5. Acoustics for additional acoustical requirements of non-court-specific functional spaces.

Heating, Ventilating and Air Conditioning (HVAC)

Refer to document PBS P 3430.1A: Chapter 5. Mechanical Engineering, Part 3. Heating, Ventilation and Air Conditioning, and Part 4. Computer or Electronic Room's Air-Conditioning Systems.

Lighting

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering, Part 12. Illumination.

Electrical, Audio, Visual, Communications, and Data Transmission

Electrical Distribution

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering.

Audio

No requirements.

Video

Provide at least one MATV outlet in the conference room.

Communications

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering, Part 14. Communication and Signaling Systems.

Data Transmission

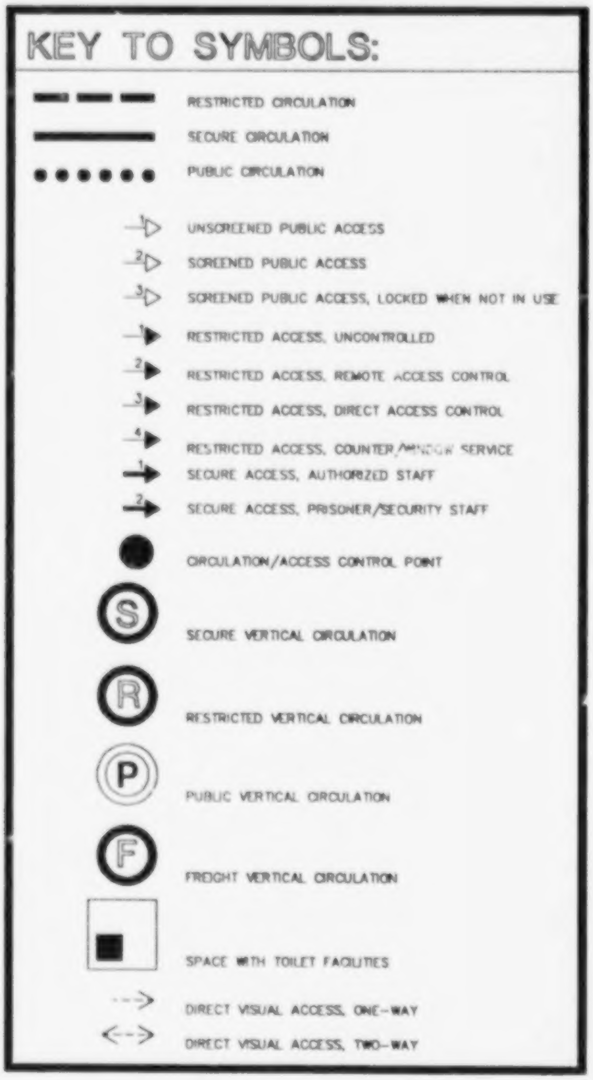
All offices, workstations, public counter stations, public-access computer stations, and the conference room should be provided with data outlets linked to the court's general area network. Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering, Part 14. Communication and Signaling Systems for additional requirements.

CHAPTER 9: JUDICIARY-RELATED OFFICES

CHAPTER 9: JUDICIARY-RELATED OFFICES

This chapter contains spatial relationship, accessibility and circulation (SRAC) diagrams, design guide tables, and specific design guidelines for the Office of the Circuit Executive (USCA), the Office of the Staff Attorney (USCA), the Office of the District Executive (USDC), the U.S. Probation Office (USDC), the Pre-Trial Services Office (USDC), and the Federal Public Defender.

Figure 9.1
Judiciary-Related Offices
Office of the Circuit Executive and Office of the District Executive
SRAC Diagram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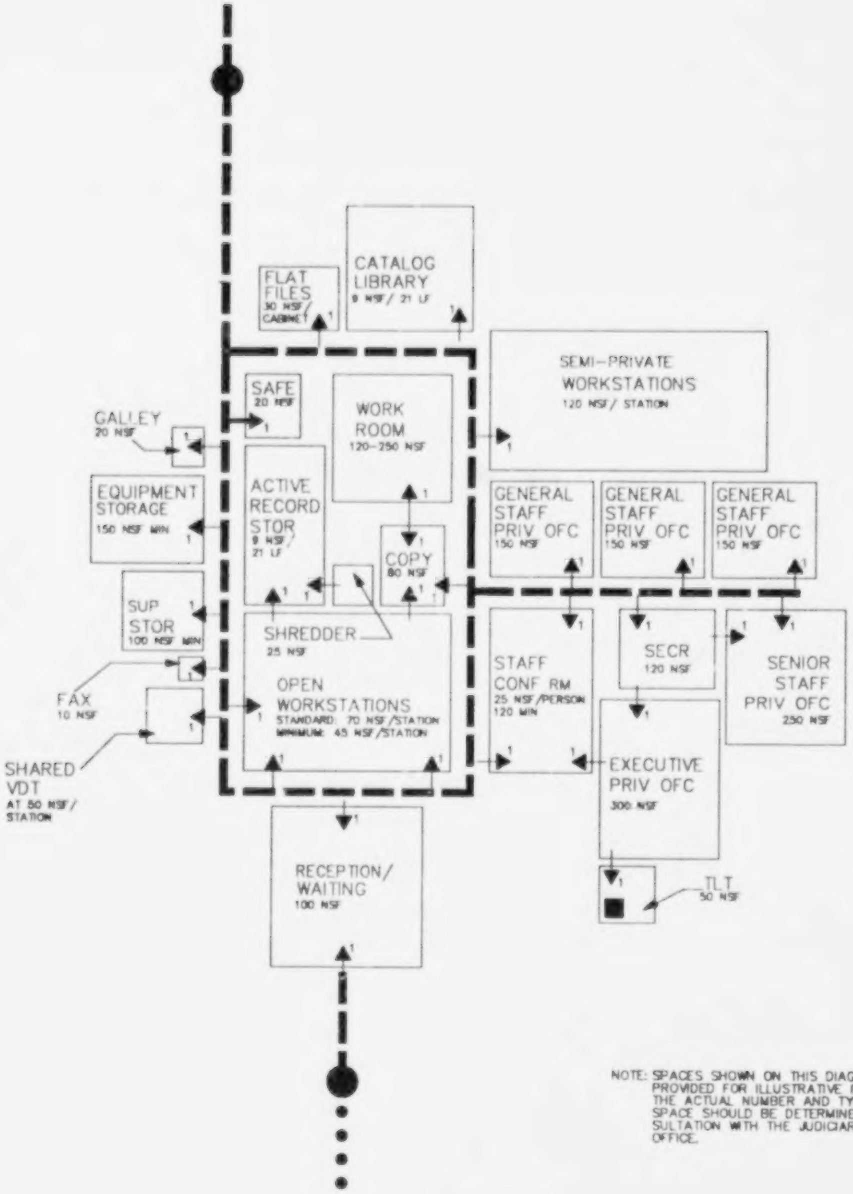
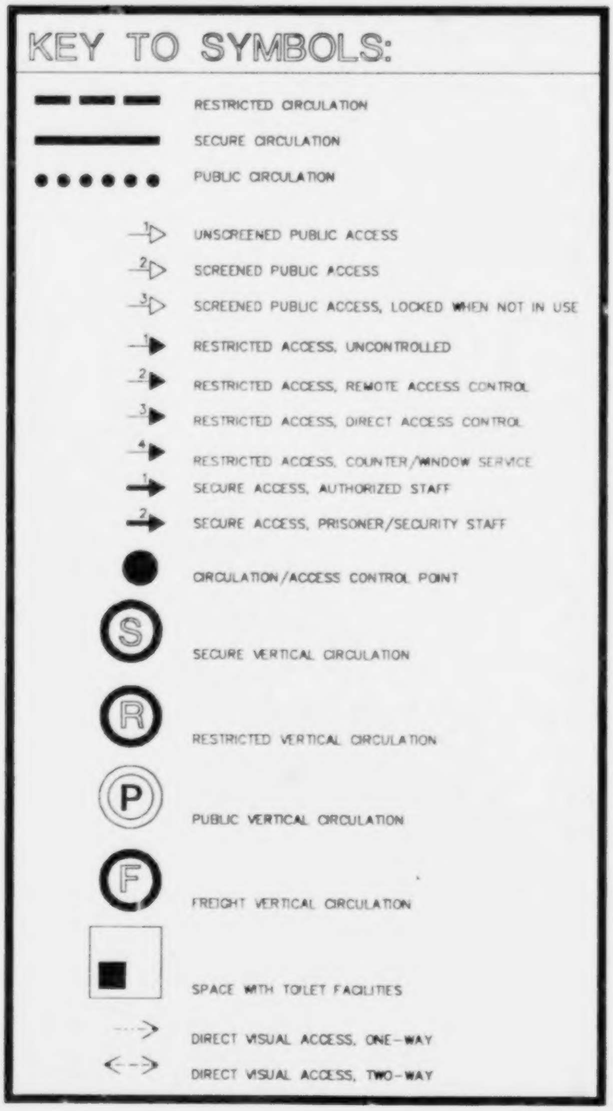
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY


FLAT FILES
30 NSF/ CABINET
CATALOG LIBRARY
9 NSF/ 21 LF
SAFE
20 NSF
WORK ROOM
120-250 NSF
SEMI-PRIVATE WORKSTATIONS
120 NSF/ STATION
GALLEY
20 NSF
EQUIPMENT STORAGE
150 NSF MIN
ACTIVE RECORD STOR
9 NSF/ 21 LF
COPY
80 NSF
GENERAL STAFF PRIV OFC
150 NSF
GENERAL STAFF PRIV OFC
150 NSF
GENERAL STAFF PRIV OFC
150 NSF
SUP STOR
100 NSF MIN
SHREDDER
25 NSF
STAFF CONF RM
25 NSF/PERSON
120 MIN
SECR
120 NSF
SENIOR STAFF PRIV OFC
250 NSF
FAX
10 NSF
OPEN WORKSTATIONS
STANDARD: 70 NSF/STATION
MINIMUM: 45 NSF/STATION
SHARED VDT
AT 50 NSF/ STATION
EXECUTIVE PRIV OFC
300 NSF
RECEPTION/ WAITING
100 NSF
TLT
50 NSF

NOTE: SPACES SHOWN ON THIS DIAGRAM ARE PROVIDED FOR ILLUSTRATIVE PURPOSES. THE ACTUAL NUMBER AND TYPE OF EACH SPACE SHOULD BE DETERMINED IN CONSULTATION WITH THE JUDICIARY-RELATED OFFICE.

Figure 9.2
Judiciary-Related Offices
Office of the Staff Attorney
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
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SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
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SECURE VERTICAL CIRCULATION
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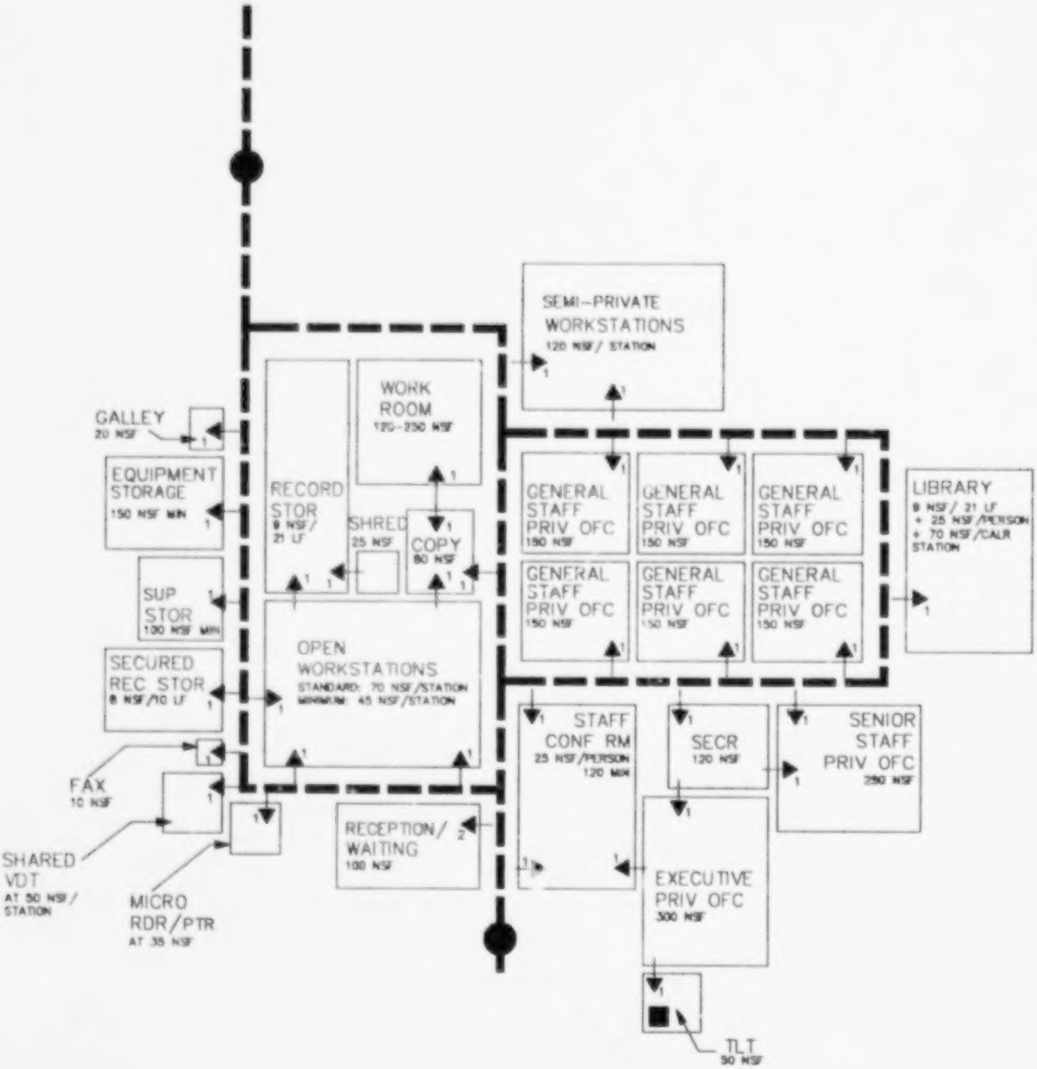
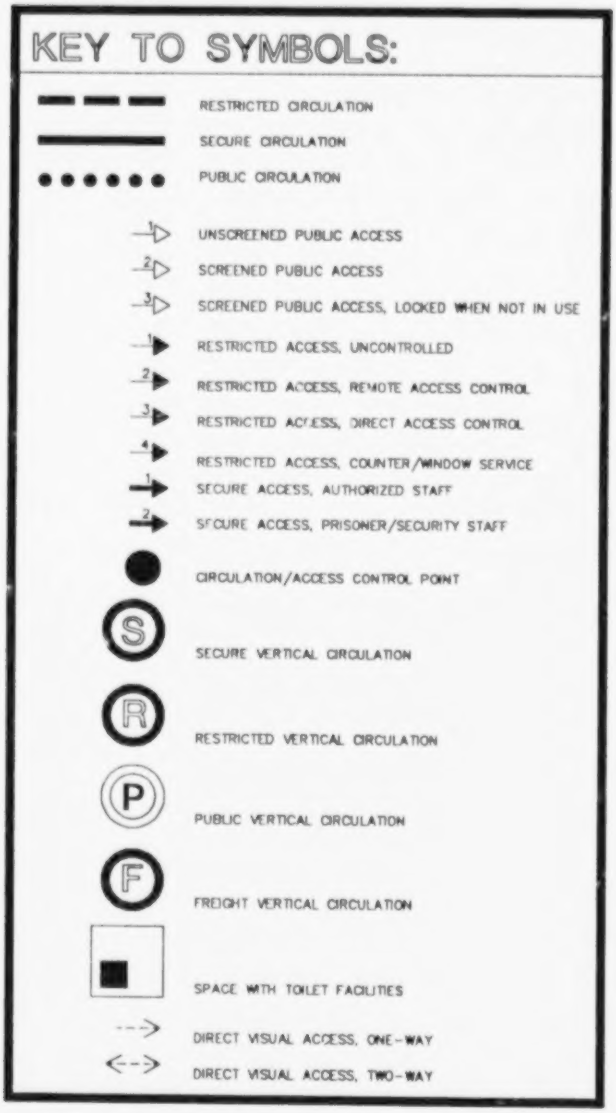
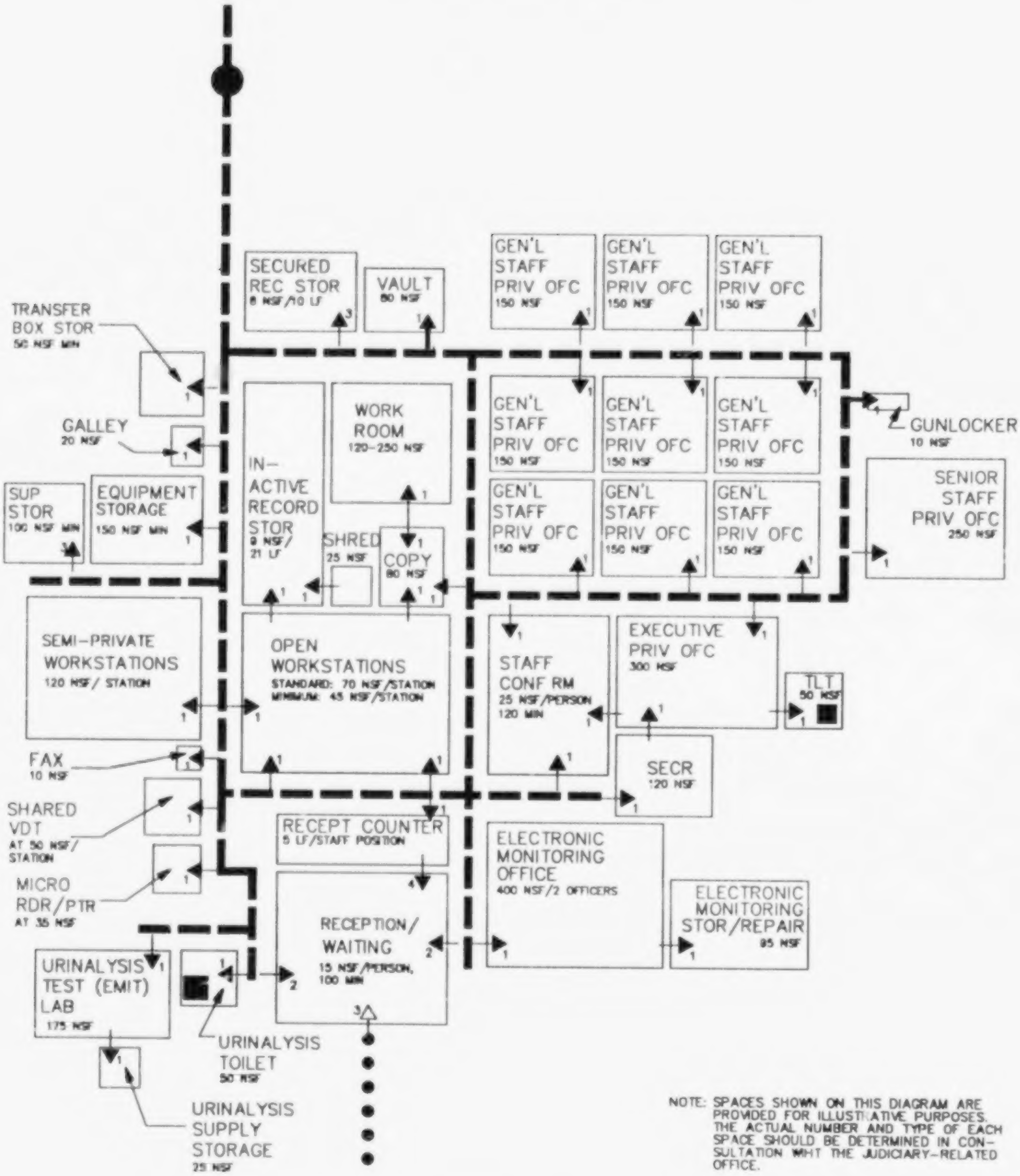
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY


GALLEY
20 NSF
EQUIPMENT STORAGE
150 NSF MIN
SUP STOR
100 NSF MIN
SECURED REC STOR
8 NSF/10 LF
FAX
10 NSF
SHARED VDT
AT 50 NSF/STATION
MICRO RDR/PTR
AT 35 NSF
RECORD STOR
9 NSF/21 LF
SHRED
25 NSF
WORK ROOM
120-250 NSF
COPY
80 NSF
OPEN WORKSTATIONS
STANDARD: 70 NSF/STATION
MINIMUM: 45 NSF/STATION
RECEPTION/WAITING
100 NSF
SEMI-PRIVATE WORKSTATIONS
120 NSF/STATION
GENERAL STAFF PRIV OFC
150 NSF
GENERAL STAFF PRIV OFC
150 NSF
GENERAL STAFF PRIV OFC
150 NSF
GENERAL STAFF PRIV OFC
150 NSF
GENERAL STAFF PRIV OFC
150 NSF
GENERAL STAFF PRIV OFC
150 NSF
LIBRARY
9 NSF/21 LF
+ 25 NSF/PERSON
+ 70 NSF/CALR STATION
STAFF CONF RM
25 NSF/PERSON
120 MIN
SECR
120 NSF
SENIOR STAFF PRIV OFC
250 NSF
EXECUTIVE PRIV OFC
300 NSF
TLT
50 NSF
1
2

NOTE: SPACES SHOWN ON THIS DIAGRAM ARE PROVIDED FOR ILLUSTRATIVE PURPOSES. THE ACTUAL NUMBER AND TYPE OF EACH SPACE SHOULD BE DETERMINED IN CONSULTATION WITH THE JUDICIARY-RELATED OFFICE.

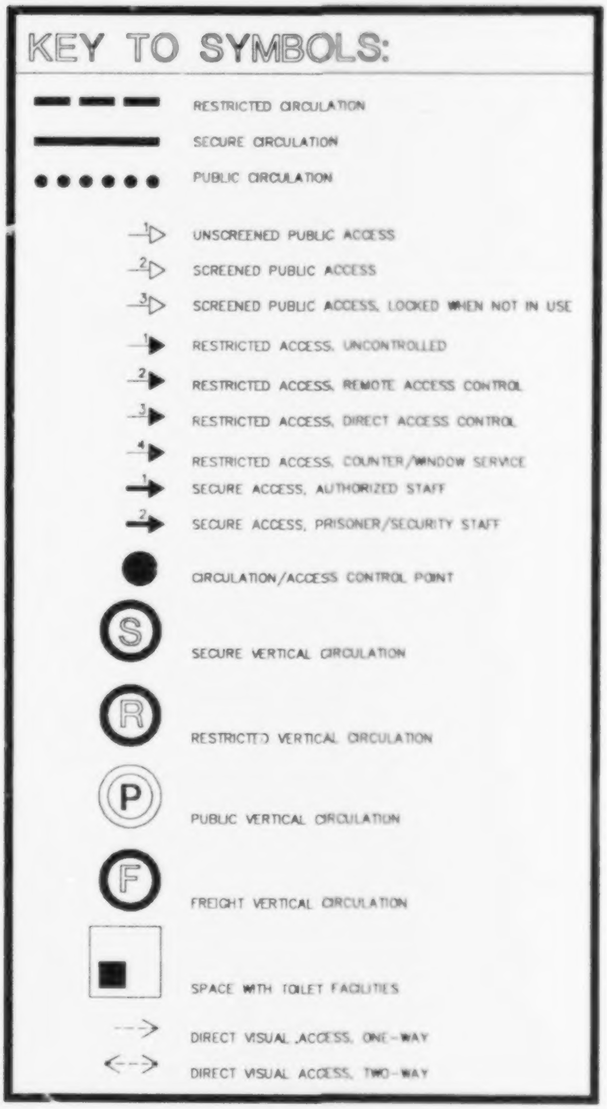
Figure 9.3
U.S. Probation Office
Pre-Trial Services Office
SRAC Diagram

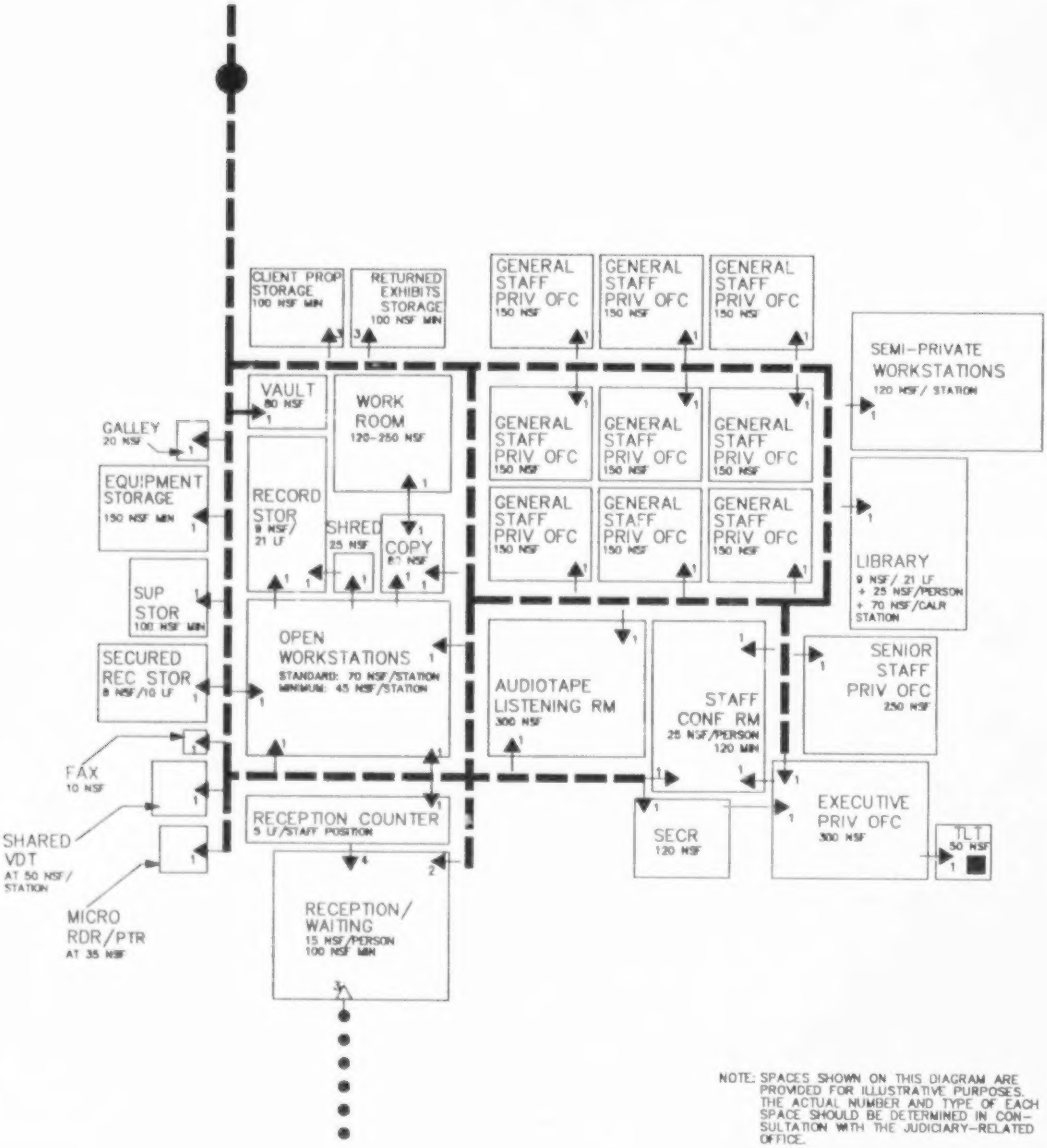

KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY


SECURED
REC STOR
8 NSF/10 LF
VAULT
80 NSF
GEN'L
STAFF
PRIV OFC
150 NSF
TRANSFER
BOX STOR
50 NSF MIN
GALLEY
20 NSF
SUP
STOR
100 NSF MIN
EQUIPMENT
STORAGE
150 NSF MIN
IN-
ACTIVE
RECORD
STOR
9 NSF/
21 LF
WORK
ROOM
120-250 NSF
SHRED
25 NSF
COPY
80 NSF
GUNLOCKER
10 NSF
SENIOR
STAFF
PRIV OFC
250 NSF
SEMI-PRIVATE
WORKSTATIONS
120 NSF/ STATION
OPEN
WORKSTATIONS
STANDARD: 70 NSF/STATION
MINIMUM: 45 NSF/STATION
STAFF
CONF RM
25 NSF/PERSON
120 MIN
EXECUTIVE
PRIV OFC
300 NSF
TLT
50 NSF
FAX
10 NSF
SECR
120 NSF
SHARED
VDT
AT 50 NSF/
STATION
RECEPT COUNTER
5 LF/STAFF POSITION
ELECTRONIC
MONITORING
OFFICE
400 NSF/2 OFFICERS
MICRO
RDR/PTR
AT 35 NSF
RECEPTION/
WAITING
15 NSF/PERSON,
100 MIN
ELECTRONIC
MONITORING
STOR/REPAIR
85 NSF
URINALYSIS
TEST (EMIT)
LAB
175 NSF
URINALYSIS
TOILET
50 NSF
URINALYSIS
SUPPLY
STORAGE
25 NSF
1
2
3
4

NOTE: SPACES SHOWN ON THIS DIAGRAM ARE PROVIDED FOR ILLUSTRATIVE PURPOSES. THE ACTUAL NUMBER AND TYPE OF EACH SPACE SHOULD BE DETERMINED IN CONSULTATION WHT THE JUDICIARY-RELATED OFFICE.

Figure 9.4
Judiciary-Related Offices
Federal Public Defender
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY


CLIENT PROP STORAGE
100 NSF MIN
RETURNED EXHIBITS STORAGE
100 NSF MIN
GENERAL STAFF PRIV OFC
150 NSF
SEMI-PRIVATE WORKSTATIONS
120 NSF/ STATION
VAULT
80 NSF
WORK ROOM
120-250 NSF
GALLEY
20 NSF
EQUIPMENT STORAGE
150 NSF MIN
RECORD STOR
9 NSF/ 21 LF
SHRED
25 NSF
COPY
80 NSF
LIBRARY
9 NSF/ 21 LF
+ 25 NSF/PERSON
+ 70 NSF/CALR STATION
SUP STOR
100 NSF MIN
OPEN WORKSTATIONS
STANDARD: 70 NSF/STATION
MINIMUM: 45 NSF/STATION
AUDIOTAPE LISTENING RM
300 NSF
STAFF CONF RM
25 NSF/PERSON
120 MIN
SENIOR STAFF PRIV OFC
250 NSF
SECURED REC STOR
8 NSF/10 LF
FAX
10 NSF
SHARED VDT
AT 50 NSF/ STATION
MICRO RDR/PTR
AT 35 NSF
RECEPTION COUNTER
5 LF/STAFF POSITION
RECEPTION/ WAITING
15 NSF/PERSON
100 NSF MIN
SECR
120 NSF
EXECUTIVE PRIV OFC
300 NSF
TLT
50 NSF

NOTE: SPACES SHOWN ON THIS DIAGRAM ARE PROVIDED FOR ILLUSTRATIVE PURPOSES. THE ACTUAL NUMBER AND TYPE OF EACH SPACE SHOULD BE DETERMINED IN CONSULTATION WITH THE JUDICIARY-RELATED OFFICE.

Table 9.1
Judiciary-Related Offices
Space, Furniture and Finishes

SPACES	SIZE (NSF)	FURNITURE/STORAGE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	FINISHES Unless otherwise noted refer to PBS P 3430.1A Chapter 3 Architectural Elements — Walls	Floor
OFFICES Private office				
Executive, w/private toilet	300 + 50		High quality paint/wall covering (circuit and district executive's office only)	Highest quality carpet (circuit and district executive's office only)
Senior staff	250			
General staff	150			
Semi-private office				
Supervisor	120			
General staff	70			
Executive secretary/ receptionist (incl. small reception/waiting area)	170			
Open work station				
General staff, depending on equipment used[1]	Std: 70 Min: 45			
Counter and cashier work stations	45			
GENERAL OFFICE SPACES Reception/waiting	15 /person, min. 100			
Counter/screening	5 LF/staff position	Built-in: Stand-up counter (U.S. Probation Office, Pre-Trial Services Office, Federal Public Defender) with break-resistant design and glazing (U.S. Probation Office, Pre-Trial Services Office only)		
Records storage				
Secured records storage	8 /10 LF			
Active records storage	9 /21 LF			
Inactive records storage	9 /21 LF			
Transfer box storage	50 min.			
Work table	90			
Supplies storage				
Large office	100			
Small office	50			
Equipment storage				
Large office	150			
Small office	50			

[1] Note: Space sizes for open workstations do not include allowance for internal circulation. See "Smaller Open Work Stations" in Chapter 13 for areas less than standard.

Table 9.1
Judiciary-Related Offices
Space, Furniture and Finishes (continued)

SPACES	SIZE (NSF)	FURNITURE/STORAGE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	FINISHES Unless otherwise noted refer to PBS P 3430.1A Chapter 3 Architectural Elements	
			Walls	Floor
GENERAL OFFICE SPACES (cont'd)				
Work area	15 /staff, min. 105			
Copier area (per copier)	50/80/120 (low/med./high vol.)			
Conference rooms	25 /person, 125 min.			
Library	9 /21 LF of shelving + 25 /person + 70 /CALR station			
Fax work station	10			
Shared CRT/printer area	50			
Vault/safe	20-80			
Microform reader/printer	35			
Microform storage cabinet	12 /cabinet			
Shredder	25			
Galley	40			
Staff lounge	see Chapter 11: Court Related Spaces			
Staff toilets	see Chapter 11: Court Related Spaces			
SPECIAL OFFICE SPACES				
Toilet for urinalysis sample collection	50	See Design Requirements		
Urinalysis supplies storage	25	See Design Requirements		
Urinalysis testing (EMIT) lab & sample storage	175	See Design Requirements		
Electronic Monitoring office	400 (for 2 officers)	See Design Requirements		
Electronic Monitoring equipment storage/repair room	95	See Design Requirements		
Secure computer terminal/printer room	150			
Gunlock	10			
Audio tape listening room	300	See Design Requirements		
Flat file	30 /cabinet			
Client property storage room	100	See Design Requirements		
Returned exhibits storage room	100	See Design Requirements		

Users

U.S. Court of Appeals

Office of the Circuit Executive. This office provides legal and administrative support for operations within a particular circuit of the U.S. court of appeals.

Office of the Staff Attorney. This office provides legal assistance to U.S. court of appeals judges.

U.S. District Court

Office of the District Executive. Where used, this office provides legal and administrative support for operations of the particular judicial district.

U.S. Probation Office. This office counsels and supervises persons placed on probation or supervised release by the court, as well as persons conditionally released from prison. In addition, probation officers make pre-sentence investigations, prepare reports, and make recommendations for consideration by judicial officers. As part of its supervision activities, the office also performs urinalysis drug testing. In some locations, the functions of the Pre-Trial Services Office are performed by this office.

Pre-Trial Services Office. This office conducts background investigations on all defendants charged with Federal criminal offenses and provides judicial officers with reports and recommendations for bail and release conditions. The office also supervises released defendants, performs pre-trial diversion investigations, and supervises persons assigned to the diversion program. As part of its supervision activities, the office also performs urinalysis drug testing. In some locations, the functions of this office are performed by the U.S. Probation Office or by service contractors.

Federal Public Defender. The Federal Public Defender provides counsel to those persons charged with Federal criminal offenses financially unable to obtain adequate private representation.

Functions/Activities

The following specific functional requirements address deviations from the requirements found in Tables 9.1 and 9.2.

Office of the Circuit Executive (USCA)

The following functional areas are unique to the office:

- Flat files or other equipment to accommodate the storage of construction contract document drawings.
- A library area to accommodate storage of suppliers' catalogs and operational manuals.
- A bulk storage area (provided as part of Court-Related Facilities; refer to Chapter 11).
- The following functional areas are not required: counter and cashier workstations.

Office of the Staff Attorney (USCA)

The following functional areas are not required:

- Counter and cashier workstations.
- Vault/safe.

Office of the District Executive (USDC)

The following functional areas are unique to the office:

- Flat files or other equipment to accommodate the storage of construction contract document drawings.
- A library area to accommodate storage of suppliers' catalogs and operational manuals.
- A bulk storage area (provided as part of Court-Related Facilities; refer to Chapter 11).

- The following functional areas are not required: counter and cashier workstations.

U.S. Probation Office (USDC)

The following functional areas are unique to the office:

- Reception counter with counter-to-ceiling break-resistant glazing.
- Urinalysis (UA) toilet.
- UA supplies storage.
- UA testing (EMIT) laboratory and secure sample storage.
- Electronic monitoring office.
- Electronic monitoring equipment storage/repair room.
- Gunlock (for those locations where officers are authorized to carry weapons).
- Secure computer terminal/printer room.

The following functional areas are not required: Library.

Pre-Trial Services Office (USDC)

The following functional areas unique to the office:

- Reception counter with counter-to-ceiling break-resistant glazing.
- UA toilet.
- UA supplies storage.
- UA testing (EMIT) laboratory and secure sample storage.
- Electronic monitoring office.
- Electronic monitoring equipment storage/repair room.
- Gunlock (for those locations where officers are authorized to carry weapons).
- Secure computer terminal/printer room.

The following functional areas are not required: Library.

Federal Public Defender

The following functional areas are unique to the office:

- Video room with tape storage.
- Acoustically isolated room for 8-10 people to listen to indistinct audio tape recordings.
- Secure rooms for the storage of personal property belonging to incarcerated clients and returned exhibits.

Accessibility

The Office of the Circuit Executive requires restricted access for office staff, court of appeals judges and their support staff, and other court staff; the need for public access is infrequent but should not be precluded.

The Office of the Staff Attorney primarily requires restricted access for circuit court staff; it also requires limited access from the public circulation area. The office should be located close to the court library and Circuit Clerk's Office, as staff attorneys must frequently use files in the Clerk's Office and handle most of the public contacts at the public counter in the Clerk's Office. Restricted access for office staff should be provided.

The Office of the District Executive requires restricted access for office staff, district court judges and their support staff, and other court staff; the need for public access is infrequent but should not be precluded.

The U.S. Probation Office requires public access to its reception area both during the day and in the evenings. Restricted access for office staff also is required during these times; staff should be able to enter and leave the office without passing through the public reception/waiting area and without using the facility's public circulation system extensively. If the office is not located within a courthouse or other Federal facility with weapons screening at the public entries, public access to the office should be provided with a weapons screening facility of it own.

The Pre-Trial Services Office requires public access to its reception area. Restricted access for office staff should be provided; staff should be able to enter and leave the office without passing through the public reception/waiting area and without using the facility's public circulation system extensively. If the office is not located within a courthouse or other Federal facility with weapons screening at the public entries, public access to the office should be provided with such a screening facility.

The Federal Public Defender requires public access to its reception area. Restricted access for office staff should be provided both during day and evening hours (see "Architectural Considerations" in Chapter 2).

A staff lounge and staff toilets should be provided on floors with Judiciary-related offices and located within restricted circulation. (See Chapter 11: Court-Related Facilities.)

Space Size

The net areas specified in this *Guide* exclude the space required to accommodate internal circulation among the listed spaces. While the amount of internal circulation space required varies with each facility's specific design, an additional factor of not less than 20% can be applied during preliminary planning to determine the total usable area of the facility (i.e., the estimated total usable area of the facility is equal to the sum of all the net programmed spaces plus 20%.) Also, the number of spaces shown on the SRAC diagrams is intended only as illustration; the actual number of spaces required for a specific facility is determined in the building program.

Design Requirements

Refer to document PBS P 3430.1A: Chapter 3. Architectural Elements for requirements for the offices and areas listed in Tables 9.1 and 9.2.

Toilet (U.S. probation and pre-trial services offices)

A toilet is required in each office for UA sample collection.

These toilet rooms should be used only for the collection of urine samples and should not be used for any other purpose. Each room must accommodate both the person providing the sample and a probation or pre-trial services officer.

The officer must be able to visually monitor the sample collection process continuously; use of a mirror is acceptable.

Barrier-free access for handicapped persons must be provided.

The door to the toilet room should be locked at all times except when the room is being used. Any means of access through the ceiling plenum, pipe chase, and other similar spaces must be eliminated.

The public reception/waiting area should be adjacent, for the convenience of persons reporting for UA only.

UA Supplies Storage (U.S. Probation and Pre-Trial Services Offices)

A securable closet equipped with shelving on 2-3 walls should be provided. Any means of access through the ceiling plenum and similar spaces must be eliminated.

The UA toilet room(s) and the UA testing lab should be adjacent to UA supplies storage. The storage area should be accessible through restricted circulation only.

Urinalysis Testing (EMIT) Lab and Sample Storage (U.S. Probation and Pre-Trial Services Offices)

The door to this room should be locked at all times except when the room is being used. Any means of access through the ceiling plenum, pipe chase, and other similar spaces must be eliminated.

The room must accommodate the following items:

- Two counter-top EMIT machines, each requiring a footprint area of at least 30 inches deep by 60 inches wide, 110-V "clean" power, and additional adjacent counter space with a height at 44 inches above finish floor level.
- Two operator stools.
- A double sink with disposer, set in a cabinet at least 8 feet long with a counter height at 44 inches above finish floor level, with adjacent 110-V convenience outlets and storage above and below.
- Two full-sized refrigerators with freezers, one for samples awaiting testing and the other for chain-of-custody storage of samples with positive test results.
- Provision for trash disposal.

Countertops should have chemical-resistant laboratory-type finishes.

This room should be accessible only from restricted circulation; it should be located adjacent to both the UA toilet room(s) and the UA supplies storage closet.

Electronic Monitoring Office (U.S. Probation and Pre-Trial Services Offices)

This office is shared by two officers when monitoring fewer than 25 clients. If more than 25 clients are to be served, more than one such office is required.

Each officer requires a desk, a return, a credenza or other secondary worksurface, a swivel armchair on a five-caster base, and a five-drawer vertical file cabinet.

The office also contains the following:

- A visitor chair.
- Two storage cabinets.
- Two work tables.

- A fax machine, which can be shared with other office units.

The door to this office should have a key lock.

The office should be accessed only from a restricted circulation path; it should be adjacent to the electronic monitoring equipment storage/repair room.

Electronic Monitoring Equipment Storage/Repair Room (U.S. Probation and Pre-Trial Services Offices)

The equipment to service one client can be stored in a box approximately 3 feet long by 1 foot wide by 1 foot deep; these boxes may be stored on steel shelving. If more than 25 clients are to be served, the size of the room should be increased.

The room also contains a work table, with adjacent 110-V convenience outlets, used in repair of the equipment.

The door to the room should have a key lock.

The room should be accessed only from a restricted circulation path; it should be adjacent to the electronic monitoring office.

Secure Computer Terminal/Printer Room (U.S. Probation and Pre-Trial Services Offices)

The door to this room should be lockable and secure a cipher lock, card reader, or keypad to limit entrance to authorized personnel. Any means of access through the ceiling plenum, pipe chase, and other similar spaces must be eliminated.

The room should be accessed only from a restricted circulation path.

Audio Tape Listening Room (Federal Public Defender)

In this room groups of people listen to evidentiary audio tape recordings, which are often of poor audio quality. To achieve a good listening environment, the room should be acoustically separated from other areas completely, with slab-to-slab partitions and a gasketed door(s).

A central worksurface (conference table) and swivel armchairs for up to 12 people should be accommodated. The room also should be equipped with a wall-mounted display unit.

The room should be accessed from a restricted circulation path but be relatively close to the public reception/waiting area for the convenience of clients.

When not used for its stated purpose, the room may serve as an auxiliary conference room.

Client Property Storage Room (Federal Public Defender)

The room is used to store items of personal property belonging to the office's incarcerated clients.

Space for adjustable-height open shelving storage should be provided to accommodate various sizes and numbers of items, some boxed and others loose.

The door to this room should be securable.

The room should be accessed only from a restricted circulation path; it may be somewhat remote from the remainder of the office (e.g., in a basement) under the control of the office.

If possible, the HVAC system should provide separate exhaustion for this room, to prevent the spread of odors into adjacent areas.

Exhibits storage Room (Federal Public Defender)

The room is used to temporarily store items entered into evidence.

Space for adjustable-height open shelving should be provided to accommodate various sizes and numbers of items, some boxed and others loose.

The door to this room should be securable.

The room should be accessed only from a restricted circulation path; it may be somewhat remote from the remainder of the office (e.g., in a basement) under the control of the agency.

Security

The security and alarm systems for the various Judiciary-related offices should function as an integral part of the security and alarm systems for the total facility. Doors to all offices, enclosed work areas, and storage rooms should have key locks, except as otherwise noted. Secure storage spaces should be provided with heat sensors. Doors from public reception/waiting areas to restricted access areas should have electric strike locks. Reception/public counter workstations should be equipped with silent duress alarms connected to the USMS control/communications room. In addition, duress alarms should be located in supervisors' offices and general office areas accessible to all probation officers. The public counter in the U.S. Probation Office and Pre-Trial Services Office must be break-resistant and equipped with a counter-to-ceiling break-resistant glass screen, with windows at counter workstations. Refer to document PBS P 3430.1A: Chapter 14. Physical Security for additional security criteria.

Location of Security and Alarm Systems

Place security alarms in the Office of the Circuit Executive (USCA): near the receptionist at the main entrance door, and selected inner area.

The Office of the Staff Attorney (USCA) requires these systems near receptionist at the main entrance door, in selected inner areas and for secure storage.

Office of the District Executive (USDC).

- Receptionist at the main entrance door.
- Selected inner area.
- U.S. Probation Office (USDC):
- Reception/public counter.
- Supervisor's office.
- Selected inner area.
- Secure storage.

Pre-Trial Services Office (USDC).

- Reception/public counter.
- Supervisor's office.
- Selected inner area.
- Secure storage.

Federal Public Defender.

- Reception/public counter.
- Supervisor's office.
- Selected inner area.
- Secure storage.

Acoustics

All private offices, shared offices, conference rooms, and libraries should be acoustically separate from adjacent areas (Acoustic Privacy Requirement: Confidential). Executive offices and senior staff offices should be completely acoustically separate (Acoustic Privacy Requirement: Inaudible), with 55 dB NIC slab-to-slab partitions, gasketed doors, background noise levels of 30NC, and 2 inch thick acoustic lining in ducts for a distance of not less than 12 feet. Refer to document PBS P 3430.1A: Chapter 20, Part 5. Acoustics.

Heating, Ventilating and Air Conditioning (HVAC)

Refer to document PBS P 3430.1A: Chapter 5. Mechanical Engineering, Part 3. Heating, Ventilation, and Air Conditioning, and Part 4. Computer or Electronic Room's Air-Conditioning Systems.

Lighting

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering, Part 12. Illumination.

Electrical, Audio, Video, Communications, and Data Transmissions

Electrical Distribution

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering.

Audio

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering.

Video

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering.

Communications

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering, Part 14. Communication and Signaling Systems.

Data Transmission

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering, Part 14. Communication and Signaling Systems.

CHAPTER 10:
U.S. MARSHALS SERVICE: OFFICE AND SECURED FACILITIES

CHAPTER 10:
U.S. MARSHALS SERVICE: OFFICE AND SECURED FACILITIES

This chapter contains a spatial relationship, accessibility and circulation (SRAC) diagram, design guide tables and specific design guidelines for the U.S. Marshals Service: office and secured facilities, including office areas, private offices, the witness security office, the security screening point, the central cellblock, the courtroom holding facility, the circuit court inspector, and the seized assets unit.

Figure 10.1
U.S. Marshals Service: Office and Secured Facilities
SRAC Diagram

KEY TO SYMBOLS:

▬ ▬ ▬	RESTRICTED CIRCULATION
━━━	SECURE CIRCULATION
● ● ● ● ● ●	PUBLIC CIRCULATION
—1▷	UNSCREENED PUBLIC ACCESS
—2▷	SCREENED PUBLIC ACCESS
—3▷	SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
—1▶	RESTRICTED ACCESS, UNCONTROLLED
—2▶	RESTRICTED ACCESS, REMOTE ACCESS CONTROL
—3▶	RESTRICTED ACCESS, DIRECT ACCESS CONTROL
—4▶	RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
━1➡	SECURE ACCESS, AUTHORIZED STAFF
━2➡	SECURE ACCESS, PRISONER/SECURITY STAFF
●	CIRCULATION/ACCESS CONTROL POINT
Ⓢ	SECURE VERTICAL CIRCULATION
Ⓡ	RESTRICTED VERTICAL CIRCULATION
Ⓟ	PUBLIC VERTICAL CIRCULATION
Ⓕ	FREIGHT VERTICAL CIRCULATION
▣	SPACE WITH TOILET FACILITIES
- - >	DIRECT VISUAL ACCESS, ONE-WAY
< - - >	DIRECT VISUAL ACCESS, TWO-WAY

Table 10.1.b
U.S. Marshals Service: Office and Secured Facilities
Access Control and Security

	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											
SPACES	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	REMARKS	GENERAL REMARKS
ADMINISTRATIVE & CLERICAL AREAS																
General Office: Public Reception/Queuing Area	3													☐		
Public Counter Area		4					☐					☐				
Administrative Staff Work Area		1				☐						☐	☐	☐		
Fiscal Accounting Office Cashier Station		4					☐									
Fiscal Accounting Staff Work Area		3				☐						☐	☐	☐		
Fiscal Vault			1						☐						Provide heat sensor	
Private Offices Marshal		1												☐		Design of this office may incorporate provision of a closet
Private Toilet		1														
Chief Deputy Marshal		1														
Executive Secretary		1		Adjacent to Marshall												
Supervisory Deputy Marshal		1														
Administrative Officer		1														
Supervisory Accountant		3														
Fiscal Clerk		3														
Enforcement Specialist		1				☐										
Semi-Private Office		1														

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 10.1.c
U.S. Marshals Service: Office and Secured Facilities Acoustics and Communications

	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
SPACES	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLET	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV CABLE TV OUTLET	REMARKS
ADMINISTRATIVE & CLERICAL AREAS																			
General Office Public Reception/Queuing Area	35			45					☐	☐	☐	☐	☐						
Public Counter Area	35			45					☐	☐		☐							
Administrative Staff Work Area	35				Ceiling NRC 0.8-1.0 Partition TL 25-27				☐		☐	☐	☐	☐					
Fiscal Accounting Office																			
Cashier Station	35				Ceiling NRC 0.8-1.0 Partition TL 25-27				☐	☐	☐	☐	☐	☐					
Fiscal Accounting Staff Work Area	35				Ceiling NRC 0.8-1.0 Partition TL 25-27				☐		☐	☐	☐	☐					
Fiscal Vault																			
Private Offices																			
Marshal	35			50					☐	☐	☐	☐	☐						
Private Toilet	35			50								☐							
Chief Deputy Marshal	35			50					☐	☐	☐	☐	☐						
Executive Secretary	35			50					☐	☐	☐	☐	☐						
Supervisory Deputy Marshal	35			50					☐	☐	☐	☐	☐	☐					
Administrative Officer	35			45					☐	☐	☐	☐	☐	☐					
Supervisory Accountant	35			45					☐	☐	☐	☐	☐						
Fiscal Clerk	35			45					☐	☐	☐	☐	☐	☐					
Enforcement Specialist	35			45					☐	☐	☐	☐	☐						
Semi-Private Office	35			50					☐	☐	☐	☐	☐						

Table 10.1.d
U.S. Marshals Service: Office and Secured Facilities
HVAC and Lighting

SPACES	HEATING, VENTILATION AND AIR CONDITIONING									LIGHTING							GENERAL REMARKS
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		REMARKS	
	S	W	S	W							FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER		
ADMINISTRATIVE & CLERICAL AREAS																	(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and conincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outside air at design temperature. (4)Outside temperture is ASHRAE 97.5%.
General Office: Public Reception/Queuing Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-65			60-75	D			☐			
Public Counter Area										60-75	D			☐			
Administrative Staff Work Area										70-75	D			☐			
Fiscal Accounting Office:																	
Cashier Station	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Fiscal Accounting Staff Work Area										75-100	D			☐			
Fiscal Vault										50-60	D			☐			
Private Offices																	
Marshal	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Private Toilet										60-75	D			☐			
Chief Deputy Marshal										60-75	D			☐			
Executive Secretary										60-75	D			☐			
Supervisory Deputy Marshal										60-75	D			☐			
Administrative Officer										60-75	D			☐			
Supervisory Accountant										60-75	D			☐			
Fiscal Clerk										60-75	D			☐			
Enforcement Specialist										60-75	D			☐			
Semi-Private Office										60-75	D			☐			

Table 10.2.a
U.S. Marshals Service: Office and Secured Facilities
Space, Furniture and Finishes

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		FINISHES H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
Witness Security Office								
Private Staff Office	150	**Movable**: Desk, secondary work surface, swivel armchair, guest chair (2), CRT & printer stations, bookshelves	Filing cabinet		Durable, medium quality paint/wall covering	Medium quality carpet	Acoustic	S
Witness Security Sallyport	50					Durable, easily maintained carpet	Acoustic	S
Interview Room	120	**Movable**: Conference table, conference chair (4)				Medium quality carpet	Acoustic	S
Storage Room	100	**Built-In**: 12" deep shelves on three walls	Shelves	12" deep	Paint	Durable, easily maintained carpet/vinyl	Acoustic	S
Other Administrative Areas								
Conference/ Training Room	200 + 15/ person	**Movable**: Conference table, conference chairs (no. varies)	Perimeter shelves	8-12" deep	Durable, medium quality paint/wall covering	Medium quality carpet	Acoustic	S-H
Squad Room	300 + 75/ deputy	**Movable**: Desks, swivel armchairs	Filing cabinet				Acoustic	S
Task Force Room	700-1,000	**Movable**: Furnished per requirements of specific user group	■	■			Acoustic	S
File Room	100 + site specific	**Movable**: Filing cabinets, safe	Filing cabinets or open shelving		Paint	Durable, easily maintained carpet/vinyl	Acoustic	S
Supplies Storage	150 min	**Built-In**: Shelves for supplies	Shelves on 3 walls	12" deep	Paint		Acoustic	S
Evidence Storage Room: Small Large	 100 150	**Built-In**: Hollow metal door	Shelves		Paint	Vinyl	Paint	S
Weapons Vault	100	**Built-In**: Class "V" vault door, special cabinets/shelves weapons racks	■	■	Paint	Vinyl	Paint	S
Copier Area	low vol-50 med vol-80 hi vol-123	**Movable**: Work table, supply cabinet	Cabinet/ shelves		Durable, medium quality paint/wall covering	Durable, easily maintained carpet/vinyl	Acoustic	S
Facsimile Machine Area	10	**Movable**: Machine stand	Cabinet				Acoustic	S
Shredder Area	25	**Movable**: Machine stand, receptacle				Vinyl	Acoustic	S
Staff Break Room/Galley	10/staff 100 min + 40 galley	**Built-In**: Counter, sink, cabinets above and below **Movable**: Accommodation for refrigerator & microwave oven, tables, chairs	Cabinet		Durable, medium quality paint/wall covering	Durable, easily maintained carpet/vinyl	Acoustic	S
Staff Toilets, Male/Female	Per code	**Built-In**: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, mirror			Paint/cer tile	Vinyl/cer tile	Paint/ acoustic	S

Table 10.2.b
U.S. Marshals Service: Office and Secured Facilities
Access Control and Security

	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											
SPACES	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	REMARKS	GENERAL REMARKS
Witness Security Office																
Private Staff Office		3				☐										
Witness Security Sallyport		3		Off of public entry	☐								☐	☐		
Interview Room		3												☐		
Storage Room		3														
Other Administrative Areas																
Conference/Training Room		1														
Squad Room		1											☐	☐		
Task Force Room		3											☐			
File Room		1														
Supplies Storage		1														
Evidence Storage Room: Small Large			1	Away from public areas					☐							
Weapons Vault			1						☐					☐	Provide heat sensors	
Copier Area		1														
Facsimile Machine Area		1														
Shredder Area		1														
Staff Break Room/Galley		1														
Staff Toilets, Male/Female		1														

Public 1: Unscreened access (uncontrolled entrance to the building and spaces) **Public 2:** Screened access (public passes through a security check point) **Public 3:** Screened access, (locked under certain conditions)
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes) **Restricted 3:** Direct access control **Restricted 4:** Counter/Window service
Secure 1: Authorized staff only **Secure 2:** Security staff and prisoners

Table 10.2.c
U.S. Marshals Service: Office and Secured Facilities
Acoustics and Communications

SPACES	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLET	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
Witness Security Office																			
Private Staff Office	35			55					☐	☐	☐	☐	☐	☐					
Witness Security Sallyport												☐							
Interview Room	30			60					☐	☐		☐							
Storage Room																			
Other Administrative Areas																			
Conference/Training Room	35	0.4-0.6		45					☐	☐	☐	☐	☐	☐				☐	Provide outside antenna connection and cable TV outlet
Squad Room	35			45					☐	☐	☐	☐							
Task Force Room	35			60	Acoustically rated doors required. Special treatment of ducts.				☐	☐	☐	☐	☐	☐					
File Room												☐							
Supplies Storage																			
Evidence Storage Room: Small Large																			
Weapons Vault												☐							Power used to recharge portable radios
Copier Area										☐		☐							
Facsimile Machine Area												☐							
Shredder Area												☐							
Staff Break Room/Galley									☐	☐		☐							
Staff Toilets, Male/Female												☐							

Table 10.2.d
U.S. Marshals Service: Office and Secured Facilities
HVAC and Lighting

	HEATING, VENTILATION AND AIR CONDITIONING									LIGHTING							
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		REMARKS	GENERAL REMARKS
SPACES	S	W	S	W							FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER		
Witness Security Office																	(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and conincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outside air at design temperature. (4) Outside temperture is ASHRAE 97.5%.
Private Staff Office	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Witness Security Sallyport										30-40	D						
Interview Room										60-75	D			☐			
Storage Room										30-40	D						
Other Administrative Areas																	
Conference/Training Room	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Squad Room										60-75	D			☐			
Task Force Room										60-75	D			☐			
File Room										50-60	D			☐			
Supplies Storage										50-60	D			☐			
Evidence Storage Room: Small Large			45-55 (3)	30-40 (4)						50-60	D			☐			
Weapons Vault										50-60	D			☐			
Copier Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Facsimile Machine Area										60-75	D			☐			
Shredder Area										60-75	D			☐			
Staff Break Room/Galley										50-60	D			☐			
Staff Toilets, Male/Female										50-60	D			☐			

Table 10.3.a
U.S. Marshals Service: Office and Secured Facilities Space, Furniture and Finishes

SPACES	SIZE (NSF)	**FURNITURE** (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		FINISHES H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
Other Administrative Areas (cont'd)								
Service Training Areas: Fitness in Total (FIT) Program: Exercise Training Room	300 min	**Movable:** Accommodation for exercise/training equipment	Equip racks	■	Durable, medium quality paint/wall covering	Durable, easily maintained carpet/vinyl	Acoustic	S-H
Locker Rooms, Male/Female	100 min + 2/locker	**Movable:** 1/2-height lockers, benches	Lockers		Durable, medium quality paint/wall covering	Durable, easily maintained carpet/vinyl	Acoustic	S
Showers, Male/Female	50	**Built-in:** Shower stall w/door or curtain, towel rack, bench, clothes hook			Cer tile	Vinyl/cer tile	Paint	S
Indoor Pistol Range: Headquarters Large-Medium Location	 2,580 1,550	Special design	■	■	■	■	■	S-H
BUILDING SECURITY								
Security Screening Point	200/station	**Built-in:** Security systems console **Movable:** Desk, chairs, package inspection counter, metal detector, x-ray machine	Gunlocker, hand metal detector	■	■	■	■	■
Equipment Storage	100 min	**Built-in:** Shelving of varying depth	Shelves	12" deep	Paint	Durable, easily maintained carpet/vinyl	Paint/ acoustic	S
CSO Locker Room Male/Female	2 @ 100 min + 2/locker	**Movable:** 1/2-height lockers, benches	Lockers		Paint/wall cover 3		Acoustic	S
CENTRAL CELLBLOCK								
Vehicular Sallyport	Van: 600 Bus: 950				Structural glazed concrete block (SGCB)	Structure	Paint/ structure	H
Walk-Thru Sallyport	150				SGCB	Vinyl	Paint	S
Gunlocker	15		Secure cabinet		SGCB		Paint	S
Controlled Circulation Area	Varies w/no. of cells; min. 5' wide corridor				SGCB	Vinyl	Paint	S
Control/Communications Center	200	**Built-in:** Control/communications console(s) **Movable:** Swivel armchairs	File cabinet		Paint	Medium quality carpet	Acoustic	S
General Processing: Photo I.D. Area	Incl. w/ fingerprint	**Movable:** Photo equipment, backdrop	Secure cabinet		SGCB	Vinyl	Paint	S
Fingerprinting Area	150	**Built-in:** Counter, sink, cabinets below, paper towel dispenser/disposal	Secure cabinet		SGCB	Vinyl	Paint	S

Table 10.3.b
U.S. Marshals Service: Office and Secured Facilities
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											GENERAL REMARKS
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	REMARKS	
Other Administrative Areas (cont'd)																
Service Training Areas: Fitness in Total (FIT) Program: Exercise Training Room		1			☐										CCTV camera to control/ communications room	
Locker Rooms, Male/Female		1														
Showers, Male/Female		1														
Indoor Pistol range: Headquarters Large-Medium Location		3											☐	☐		
BUILDING SECURITY																
Security Screening Point	1	3		At public entry	☐	☐	☐	☐		☐	☐		☐	☐		Security screening station at building entrance may have alarm monitoring panel and video monitors in addition to x-ray and metal detector systems; requires dedicated power circuit (20 amp) on isolated ground.
Equipment Storage		3	1													
CSO Locker Room Male/Female		1														
CENTRAL CELLBLOCK																
Vehicular Sallyport			2		☐		☐	☐				☐	☐	☐		
Walk-Thru Sallyport			2		☐		☐					☐		☐		
Gunlocker			1											☐		
Controlled Circulation Area			2		☐		☐	☐						☐		
Control/Communications Center			2			☐						☐	☐	☐		Antenna: broadcast & receiving, duress alarm monitoring, security intercom initiation, remote door release termination
General Processing: Photo I.D. Area			2		☐		☐	☐						☐		
Fingerprinting Area			2		☐		☐	☐						☐		

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 10.3.c
U.S. Marshals Service: Office and Secured Facilities Acoustics and Communications

	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
SPACES	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLET	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
Other Administrative Areas (cont'd)																			
Service Training Areas: Fitness in Total (FIT) Program: Exercise Training Room									☐	☐		☐							
Locker Rooms, Male/Female												☐							
Showers, Male/Female																			
Indoor Pistol range: Headquarters Large-Medium Location	45			65	Special absorption considerations. Acoustically rated doors required. Special treatment of ducts.				☐	☐									
BUILDING SECURITY																			
Security Screening Point									☐	☐	☐	☐	☐	☐					
Equipment Storage																			
CSO Locker Room Male/Female										☐		☐							
CENTRAL CELLBLOCK																			
Vehicular Sallyport									☐										
Walk-Thru Sallyport												☐							
Gunlocker																			
Controlled Circulation Area																			
Control/Communications Center	30			60					☐	☐	☐	☐	☐	☐					Requires radio antenna
General Processing: Photo I.D. Area												☐							
Fingerprinting Area												☐	☐	☐					

Table 10.3.d
U.S. Marshals Service: Office and Secured Facilities
HVAC and Lighting

SPACES	HEATING, VENTILATION AND AIR CONDITIONING									LIGHTING							GENERAL REMARKS
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		REMARKS	
	S	W	S	W							FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER		
Other Administrative Areas (cont'd)																	(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and conincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outside air at design temperature. (4) Outside temperture is ASHRAE 97.5%
Service Training Areas: Fitness in Total (FIT) Program: Exercise Training Room	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			50-60	D			☐			
Locker Rooms, Male/Female										50-60	D			☐			
Showers, Male/Female										50-60	D			☐			
Indoor Pistol range: Headquarters Large-Medium Location							0				I/D	I/D		☐	☐	Special lighting design	
BUILDING SECURITY																	
Security Screening Point	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Equipment Storage										50-60	D			☐			
CSO Locker Room Male/Female	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
CENTRAL CELLBLOCK																	
Vehicular Sallyport										60-75	D			☐			
Walk-Thru Sallyport										60-75	D			☐			
Gunlocker										60-75	D			☐			
Controlled Circulation Area	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Control/Communications Center						8	80-85			60-75	D				☐		
General Processing: Photo I.D. Area						8	80-85			60-75	D				☐		
Fingerprinting Area						8	80-85			60-75	D				☐		

Table 10.4.a
U.S. Marshals Service: Office and Secured Facilities
Space, Furniture and Finishes

SPACES	SIZE (NSF)	FURNITURE (Built-in furniture is to be considered required. Movable furniture is noted here for illustrative purposes only for determining dimensions of spaces.)	STORAGE		FINISHES H equals 10' and higher; S equals 8-10'; use of a dot (■) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
CENTRAL CELLBLOCK (cont'd)								
Detention Cells: Male/female/juvenile/ isolation	150	**Built-In**: Penal combination WC/WB, modesty screen, benches			SGCB	Quarry tile	Paint/ structure	S
Galley	20	**Built-In**: Counter, sink, cabinets above and below **Movable**: Accommodation for refrigerator & microwave oven	Cabinet		Paint	Quarry tile	Paint/ structure	S
Prisoner Shower	60	**Built-In**: Shower stall w/modesty screen, detention-type shower head, towel hook, clothes hook			SGCB	Steel	Paint/ structure	S
Secure Interview Room: Single Group	 75 150	**Built-In**: Detention-type work surfaces & stools			SGCB	Paint/vinyl	Paint	S
Attorney Entry Counter Area	50	**Built-In**: Stand-up counter with ballistic-resistant design	Forms	Shelves	Paint	Durable, easily maintained carpet	Acoustic	S
Attorney Entry Reception Area	100	**Movable**: Seating			Paint		Acoustic	S
COURTROOM HOLDING FACILITY								
Secure Elevator/Stair	As Required				Paint/structure	Vinyl/ structure	Paint/ structure	
Controlled Circulation (Sallyport)	Min. 5' wide corridor				SGCB	Vinyl	Paint	S
Holding Cell, Group	2 @ 90	**Built-in**: Penal combination WC/WB, detention-type bench			SGCB	Paint/structure	Paint	S
Courtroom Soundlock	2 @ 40				Paint	Vinyl	Paint	S
CIRCUIT COURT INSPECTOR								
Inspector Private Office	150	**Movable**: Desk, secondary work surface, swivel armchair, guest chair (2), bookshelves, CRT & printer stations	Filing cabinet		Durable, medium quality paint/wall covering	Medium quality carpet	Acoustic	S
Clerical Work Area	100	**Movable**: Desk, secondary work surface, swivel chair, CRT and printer stations	Filing cabinet				Acoustic	S
Equipment Storage/Workstation	200	**Built-in**: Shelving of varying depths	Equip racks			Durable, easily maintained carpet	Acoustic	S
Equipment Test Area	100	**Movable**: Work bench	Tool racks, filing cabinet				Acoustic	S
SEIZED ASSETS UNIT								
Supervisor Private Office	200	**Movable**: Desk, secondary work surface, swivel armchair, guest chair (2), bookshelves, CRT and printer stations	Filing cabinet		Durable, medium quality paint/wall covering	Medium quality carpet	Acoustic	S
Staff Private Office	150	**Movable**: Desk, secondary work surface, swivel armchair, guest chair (2), bookshelves, CRT and printer stations	Filing cabinet				Acoustic	S
Open Clerical Work Station	45-70	**Movable**: Desk, secondary work surface, swivel chair, CRT and printer stations				Durable, easily maintained carpet	Acoustic	S
File Room	150 min	**Movable**: File cabinets, safe					Acoustic	S
Conference Room	300	**Movable**: Conference table with conference seating for 12-14					Acoustic	S
Machine/Supply Room	200 min	**Movable**: Shelving for storage of supplies, accommodation of copier, teletype, facsimile and shredder machines					Acoustic	S

Table 10.4.b
U.S. Marshals Service: Office and Secured Facilities
Access Control and Security

	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS											
SPACES	PUBLIC	RESTRICTED	SECURE	**REMARKS**	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING	**REMARKS**	**GENERAL REMARKS**
CENTRAL CELLBLOCK (cont'd)																
Detention Cells: Male/female/juvenile/isolation			2		☐									☐		
Galley			2											☐		
Prisoner Shower			2											☐		
Secure Interview Room: Single Group		3	2											☐		
Attorney Entry Counter Area		4			☐			☐				☐		☐		
Attorney Entry Reception Area	3															
COURTROOM HOLDING FACILITY																
Secure Elevator/Stair			2		☐		☐	☐					☐	☐		Duress alarm should be part of phone system, programmed to return to main cell block level when duress alarm activated
Controlled Circulation (Sallyport)			2		☐		☐	☐						☐		
Holding Cell, Group			2		☐									☐		
Courtroom Soundlock			2		☐									☐		
CIRCUIT COURT INSPECTOR																
Inspector Private Office		1														
Clerical Work Area		1														
Equipment Storage/Workstation		3							☐							Requires secure alarmed room for storage of equipment and weapons
Equipment Test Area		3														
SEIZED ASSETS UNIT																
Supervisor Private Office		1														
Staff Private Office		1														
Open Clerical Work Station		3														Provide access to public counter area
File Room		3											☐	☐		
Conference Room		1											☐			
Machine/Supply Room		3														

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 10.4.c
U.S. Marshals Service: Office and Secured Facilities Acoustics and Communications

SPACES	ACOUSTIC CRITERIA					ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS													
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLET	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
CENTRAL CELLBLOCK (cont'd)																			
Detention Cells: Male/female/juvenile/isolation	40			60	Absorption materials placed on walls & ceiling outside cells.														
Galley	35			45					☐	☐		☐							
Prisoner Shower																			
Secure Interview Room: Single Group	35			60															
Attorney Entry Counter Area	35			45					☐	☐	☐	☐	☐						
Attorney Entry Reception Area	35			45															
COURTROOM HOLDING FACIITY																			
Secure Elevator/Stair																			
Controlled Circulation (Sallyport)							☐									☐			
Holding Cell, Group	40			60	Absorption materials on walls & ceiling outside cell. Acoustic rated door.														Make provision for disruptive defendants
Courtroom Soundlock					8' min. between doors. Overlap & gasket doors. Line with absorption.														
CIRCUIT COURT INSPECTOR																			
Inspector Private Office	35			50					☐	☐	☐	☐	☐	☐					
Clerical Work Area	35				Ceiling NRC 0.8-1.0 Partition TL 25-27				☐	☐	☐	☐	☐	☐					
Equipment Storage/Workstation									☐			☐							
Equipment Test Area									☐	☐	☐	☐							
SEIZED ASSETS UNIT																			
Supervisor Private Office	35			50					☐	☐	☐	☐	☐	☐					
Staff Private Office	35			50	Ceiling NRC 0.8-1.0 Partition TL 25-27				☐	☐	☐	☐	☐	☐					
Open Clerical Work Station	35								☐	☐	☐	☐	☐	☐					
File Room																			
Conference Room	35	0.4-0.6		60					☐	☐	☐	☐	☐	☐					
Machine/Supply Room									☐	☐	☐	☐							

Table 10.4.d
U.S. Marshals Service: Office and Secured Facilities
HVAC and Lighting

SPACES	HEATING, VENTILATION AND AIR CONDITIONING									LIGHTING							GENERAL REMARKS
	TEMP (degrees)		HUMIDITY (Perc.)		VENTILATION Min. Outdoor Air, CFM/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC)	TYPE: I = Indirect D = Direct			CONTROL		REMARKS	
	S	W	S	W							FLOUR.	INCAND	METAL HALIDE	SWITCH	DIMMER		
CENTRAL CELLBLOCK (cont'd)																	(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outside air at design temperature. (4) Outside temperture is ASHRAE 97.5%.
Detention Cells: Male/female/juvenile/isolation	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	6	0			30-40	D				☐		
Galley						8	80-85			60-75	D			☐			
Prisoner Shower						6	0			30-40	D				☐		
Secure Interview Room Single Group						8	80-85			60-75	D			☐			
Attorney Entry Counter Area						8	80-85			60-75	D			☐			
Attorney Entry Reception Area										60-75	D			☐			
COURTROOM HOLDING FACIITY																	
Secure Elevator/Stair										30-40	D			☐			
Controlled Circulation (Sallyport)	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Holding Cell, Group						6	0			30-40		D			☐		
Courtroom Soundlock										30-40	D			☐			
CIRCUIT COURT INSPECTOR																	
Inspector Private Office	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Clerical Work Area										60-75	D			☐			
Equipment Storage/Workstation																	
Equipment Test Area										60-75	D			☐			
SEIZED ASSETS UNIT																	
Supervisor Private Office	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Staff Private Office										60-75	D			☐			
Open Clerical Work Station										60-75	D			☐			
File Room																	
Conference Room	74-76 (1)	70-74 (2)	45-55 (3)	30-40 (4)	20	8	80-85			60-75	D			☐			
Machine/Supplies Room										60-75	D			☐			

Users

Users of the USMS Office and secure facilities consist of the U.S. marshal and staff, including operational deputies, administrative staff, and court security officers (CSOs); in-custody defendants and witnesses; attorneys interviewing in-custody clients and conducting other business; staff of other government agencies, vendors, and the general public; persons in contact with the Witness Security Office; and in some locations, jurors and witnesses reporting for sessions of the grand jury.

Functions/Activities

The U.S. Marshals Service is an agency within the U.S. Department of Justice. One U.S. marshal is appointed to each judicial district by the President. The USMS's major responsibility to the courts is maintaining order and security in courthouses or in court-occupied space in other federal buildings and leased facilities.

This function encompasses many diverse activities, including the following: protecting the Federal Judiciary and jurists from criminal intimidation; protecting government witnesses and their families; executing Federal warrants and serving civil and criminal process; apprehending, processing, holding and transporting Federal prisoners, including accepting arrested persons from other law enforcement agencies; maintaining, holding, and controlling seized money and property; contracting with state and local authorities for the imprisonment of Federal prisoners in USMS custody; disbursing funds to meet obligations in the administration of justice and other special programs; performing duties assigned by the courts or the Department of Justice; and escorting prisoners to and from courtrooms.

In many court facilities, the security of public areas, including the operation of weapons screening station(s) at public entrances, is maintained by court security officers, who are provided by private contract but administered and supervised by the USMS.

Key offices of the witness security program are under the purview of the USMS.

The USMS also is the delegated authority to hold and dispose of property seized under the National Asset Seizure and Forfeiture Program (NASAF) established in accordance with Section 511 of the Controlled Substances Act (21 U.S.C. 881). NASAF offices must be located within U.S. courthouses or as close as possible to them, since business is conducted with U.S. attorneys and all Federal law enforcement agencies as well as with the USMS. The NASAF offices are responsible for ensuring that seized property is maintained, secure and properly appraised prior to court-ordered auction; therefore, each office must have a conference room for the use of private contractors such as appraisers and security and custodial companies.

The size of individual offices and their locations in the witness security program and seized assets unit should be determined on a case-by-case basis, considering their projected activity.

Accessibility

The USMS suite should be located close to courtrooms or connected to them by secure elevators to facilitate prisoner movement. Public access to the marshal's reception area and to public areas of the general office is required. Public, restricted, and secure circulation patterns must be carefully planned for efficient operation with no crossing of individual paths. The USMS suite should not be fragmented. A sallyport entrance should be provided for prisoners, witnesses in protective custody, marshals, and personnel from other law enforcement agencies. Judges and other court staff should be provided access to the exercise room by the restricted circulation system.

Space Size

The size of the USMS suite and USMS staff vary with the workload in a particular court installation. Generally, a clerical area with public space (separated by a counter) and an operations area must be provided in all USMS installations regardless of size. The operations area should always contain a well-secured detention space for the processing and holding of prisoners for courtroom appearances.

Each judicial district is assigned a U.S. marshal, who is headquartered at one location within the district. All district sub-offices are administered from the headquarters location. Types of spaces required by a typical USMS district headquarters suite (with a staff of about 20) are shown in Tables 10.1 through 10.4.

The net areas specified in this *Guide* exclude the space required to accommodate internal circulation among the listed spaces. While the amount of internal circulation space required varies with each facility's specific design, an additional factor of not less than 20% can be applied during preliminary planning to determine the total usable area of the facility (i.e., the estimated total usable area of the facility is equal to the sum of all the net programmed spaces plus 20%). Also, the number of spaces shown on the SRAC diagram is intended only as illustration; the actual number of spaces required for a specific facility is determined in the building program.

Design Requirements

Marshal's Private Office

The marshal's private office should consist of a work space and an informal conference area; it should be directly accessible from the adjoining executive secretary's work area and have easy access to the conference/training room and the chief deputy marshal's office.

A private toilet room and closet should adjoin the marshal's private office.

Furniture should be of executive grade and include the following: a desk, a swivel armchair, a credenza or secondary worksurface, a sofa, a lounge chair, lamp tables, table lamps, a telephone stand, a costumer, a conference table and six chairs, and accommodation for a PC and a printer.

At non-headquarters locations, a private office is provided only if the marshal is stationed there.

Chief Deputy Marshal's Office

The office should provide a work space and an informal conference area.

It should be directly accessible from the executive secretary's work area and be close to the conference/training room.

Furniture should be of executive grade (or modular) and include the following: a desk, a swivel armchair, a credenza or secondary worksurface, a lamp table and lamp, a typewriter stand and/or accommodation for a PC and a printer, a costumer, and five side chairs.

At non-headquarters locations, a private office is provided only if the chief deputy marshal is stationed there.

Executive Secretary's Work Area

The area should provide a work space for the secretary and a small reception area.

The area should directly adjoin the marshal's private office and be adjacent to both the chief deputy marshal's private office and the conference/training room. It should be easily accessible from the public reception/queuing area.

Furniture should include the following: a desk with return and secondary worksurface (or modular workstation), a swivel operator chair, a file cabinet(s), guest chairs, a lamp table(s) and lamp(s), and a costumer. The area should accommodate a PC (or other computer workstation) and a printer.

An adjacent closet (20 NSF) equipped with shelves for minor supplies should also be provided.

General Office With Public Space

This area is the major point of public contact for all visitors delivering documents or paying or receiving fees and for all court staff having business with the marshal. It should be directly accessible from a public circulation area.

The public space should be 100 NSF to accommodate up to six visitors at any time; larger area requirements should be determined by allowing 15 NSF/visitor for the average number of visitors expected. Typically, the public space is about 8 feet deep.

The general office spaces noted on Table 10.1a are sized to accommodate a basic staff of three; 100 NSF should be allowed for each additional staff person.

The public space should be separated from the general work area(s) by a built-in stand-up counter, incorporating a writing surface and storage below. The counter should be ballistic-resistant throughout, including having ballistic-resistant glazing above. The glazing should incorporate a paper pass-through flush with the counter surface; it should allow secure but unassisted conversation.

Access from the public area to the general work area should be by a door with a remote-controlled lock.

The general work area should be adjacent to the administrative and fiscal accounting areas.

Each workstation should accommodate a secretarial desk (or modular workstation), a swivel operator chair, and office equipment including a PC and a printer. The office also should accommodate file cabinets as required and a costumer.

Administrative Officer/Supervisory Accountant Office

The office should adjoin the general work area, to allow supervision of clerical/fiscal staff.

It should provide work space and an informal consultation area.

Furniture should be of standard grade and may include the following: desk, swivel arm chair, credenza or secondary work surface, bookcase, costumer, three side chairs, a file cabinet, and accommodation for a PC and a printer.

Fiscal Accounting Office

The office should be adjacent to the general work area, and its staff should have ready access to the public counter. The office should be partially separated from the general work area, to provide a degree of privacy conducive to accounting work.

The area should be sized and furnished similarly to the general work area.

A cashier station, with a teller-type window, should be installed in the wall separating the fiscal accounting office from the public space; the station should accommodate a PC or other computer terminal and a printer.

A fiscal vault should be provided to accommodate the large volume of government checks, monies, and sensitive files handled by this section. The vault should adjoin the fiscal accounting office, and be placed so its interior cannot be seen from the public space. Two walls of the vault should be lined with metal shelving approximately 12 inches deep, seven shelves high. The vault should be alarmed and provided with a Class "V" vault door and daygate.

File Room

The 100 NSF area cited in Table 10.2a accommodates eight standard file cabinets and should be considered minimum.

Supplies Storage Room

The 150 NSF area cited in Table 10.2a should be considered minimum. Typically, the supply room is provided with 12 inches deep adjustable shelving along three of its walls.

Conference/Training Room

Except for very small court locations with 2-4 staff, all installations should be provided with such a room.

The conference/training system should be adjacent to the marshal's private office and conveniently accessible from the squad room.

The area should provide a minimum of 200 NSF, to accommodate up to 10 persons, with larger room requirements based on a standard of 15 NSF per person to be accommodated.

The room should accommodate a standard-grade conference table(s) with chairs as required.

Exercise Training Room

The room houses exercise equipment provided in support of the U.S.M.S. Fitness In Total (FIT) program. Participation in this program is a mandatory condition of employment. The facility also may be used by other court personnel.

Male and female locker rooms should be adjacent to the exercise training room, and each should be at least 100 NSF, with at least 2 NSF per locker housed provided.

Male and female showers should adjoin their respective locker rooms, and each should be 60 NSF, including a small changing/toweling area.

Court Security Officer (CSO) Locker Room

The locker rooms are used as changing areas for male and female CSOs; the CSOs are contract employees who provide security services such as screening of public visitors at walk-through metal detectors and roving foot patrols on court floors.

Supervisory Deputy U.S. Marshal's Office

The supervisory deputy U.S. marshal is responsible for the operation of the USMS Office, including processing and moving prisoners, allocating security personnel, maintaining monitoring equipment, and storing evidence.

The office should adjoin the squad room, with one wall glazed to allow visual supervision of that area; ideally, the central cell block should also be visible, although in larger installations the detention area will be monitored by CCTV.

Larger installations house a number of supervisory deputy marshals, with each responsible for a different program area.

Furniture should be of standard grade and include the following: a desk, a swivel armchair, a credenza or secondary worksurface, table, side chairs as required, a costumer, and accommodation for a PC and a printer. Modular furniture may be used.

Squad Room

The room provides work space for deputy marshals; it should be contiguous with the supervisory deputy marshal's office and the central cell block area.

The central cell block should be visible from the squad room.

The area should be at least 300 NSF, for a basic staff of four deputies; 75 NSF should be added for each additional deputy.

Large installations may require a number of squad rooms, with staff divided by various program areas.

The room should accommodate standard-grade furniture and may include workstations with a desk (or modular workstation) and a swivel technical chair. File cabinets and other portable equipment also are required, as are coat racks for common use.

Enforcement Specialist Office

A district enforcement specialist normally is stationed at the district headquarters. The enforcement specialist is responsible for procedures for fugitive recovery operations and related duties.

The office should be close to the squad room and the supervisory deputy marshal's office.

Furniture should be of standard grade and include the following: a desk, a swivel armchair, a credenza or secondary worksurface, side chairs as required, a costumer, and accommodation for a PC and a printer.

Detention Cells

Separate holding cells should be provided for male, female, and juvenile prisoners. At least one cell must be handicapped accessible; in outfitting such cells, special care must be taken not to incorporate elements that can be removed and/or used as weapons; can inadvertently cause harm to the prisoner; or can be used in a suicide attempt.

Each cell should be at least 10 feet wide and contain fixed, heavy duty, formed sheet metal benches, a penal-type water closet/wash basin combination, and a security-type modesty panel.

Except for the entrance wall, the cell walls should be constructed of solid reinforced masonry, at least 6 inches thick. The walls should extend from the structural floor to the structural slab above. A glazed quarry tile floor and structural glazed concrete masonry unit wall finish are preferred; painted finishes may not be used.

Any suspended ceiling should be metal lath and plaster.

The entrance walls should be detention-type grille (2 inches, 4 ga. diamond or square mesh) for visibility. Detention-type lighting is required sufficient to support CCTV surveillance systems.

Secure Interview Rooms

These rooms are provided so attorneys can confidentially confer with prisoners in a secure environment. Two sizes of rooms are provided: 75 NSF for a single attorney and prisoner, and 150 NSF for groups of attorneys and/or prisoners.

These rooms should be located so prisoners can be brought to attorneys without crossing public or restricted circulation paths.

During interviews, a deputy marshal must be able to see the prisoner inside the room, but the marshal should not be able to hear the conversation. For this purpose, a vision panel should be installed in the room's hollow metal entrance door.

Attorneys normally enter the interview rooms from a special entry/waiting area served by its own counter.

To separate the prisoner and the attorney, each interview room should be divided by a 3-foot-high by 5-foot-wide, spring-loaded screen security barrier, set in a reinforced masonry opening, with the opening starting at approximately 3 feet above the finish floor level. A continuous desk-height (i.e., approximately 28-30 inches above finish floor level) counter should be installed as part of the barrier, and it should provide a 12 inch" deep writing surface on both sides of the barrier. The type of screen, method of installation, and other security features are specified by the USMS. A lockable paper pass-slot should be located flush with the counter; the lock should be accessible from the attorney side only.

The prisoner's side of the room should be provided with one metal stool, fixed to the floor.

The prisoner's side of the room should be constructed of reinforced masonry. The ceiling should be escape-proof sheet metal, metal lath and plaster, or the structural slab above. The light fixture should be detention-type.

General Prisoner Processing Area

This area is used for photographing and fingerprinting prisoners for identification.

An area of 150 NSF accommodates these functions.

The area should be directly accessible from the sallyport.

A counter cabinet with sink and paper towel dispenser should be provided in this space. The fingerprinting equipment is placed on this cabinet.

Courtroom Holding Cells

A prisoner scheduled to appear in a courtroom usually is brought to the court facility several hours in advance and held in the central cell block. Just prior to the court appearance, the prisoner will be brought to a holding cell adjacent to the courtroom. Following the courtroom appearance, the prisoner is moved back to the central cell block to await transportation to a detention facility.

Normally, two adjacent 90 NSF cells, opening into a sallyport (secure circulation area) are provided to serve two courtrooms. Each courtroom is connected to the sallyport by a soundlock, which acoustically separates the two areas; the soundlock should open directly into the courtroom well.

The courtroom holding areas should be accessible through secure horizontal and/or vertical circulation patterns that do not cross public or restricted circulation patterns. Vertical secure circulation is best accomplished by elevator. Moving prisoners through stairwells is undesirable; however, where it is necessary to move only one floor either up or down, stairs may used.

Courtroom holding cells should be constructed similarly to the cells in the central cell block, with similar finishes, benches, and toilet facilities.

Cells should not be visible from the courtrooms.

Evidence Storage Room

U.S. marshals are responsible for storing evidence and seized property to be introduced or disposed of in court. An evidence storage room with a securable hollow metal door should be provided.

The evidence storage room should be at least 150 NSF, actual size requirements depend on the needs at the specific location.

The room should be alarmed and easily accessible from the squad room.

The room should be equipped with 24-inches-deep adjustable metal shelving on two walls.

Weapons Storage Vault

U.S. marshals must store firearms and ammunition. A weapons vault of at least 100 NSF, with a Class "V" vault door, should be provided.

The weapons storage vault should be alarmed, including the use of heat sensors.

The vault should be equipped with adjustable metal shelves and specially designed weapons and ammunition storage cabinets.

The vault should be easily accessible from the squad room.

Control/Communications Room

A control/communications room of 200 NSF should be placed between the squad room and the central cell block.

The room should be equipped with supplemental air conditioning and numerous dedicated electrical circuits. It also will contain CCTV monitors (for cells and court security), duress alarms, a radio base station, a teletype terminal, a facsimile machine, a shredder, a computer terminal(s) and printer(s), and a secure telephone.

In larger installations, the control/communications room is used to coordinate prisoner movements within the court facility.

Other Spaces

Detailed design requirements for the indoor pistol range and the Witness Security Program facilities will be supplied by the USMS for each project.

Refer to document PBS P 3430.1A: Chapter 3. Architectural Elements for further information regarding other facilities, including the Seized Assets and Circuit Inspector functions.

Security

Due to the nature of the USMS's operations, security is a very important design consideration, especially in the areas where prisoners are moved, held, and processed. Such areas are considered as a security zone. If a prisoner eludes a deputy marshal, escape must be impossible into any of the adjacent public, restricted, or court spaces.

No exposed pipes, conduits, or ducts may pass through the detention and holding cells. Heating, ventilating, air-conditioning, and lighting fixtures should be properly recessed, screened, and secure. Bars should be provided over mechanical ducts in the cell areas; where provided, the ducts and fans should be installed to minimize vibration and harmonic resonance problems. No fire sprinkler system should be installed in the cells; instead, sprinkler heads should be located in the secure circulation areas outside cells and directed into the cells.

Vaults should be equipped with heat-sensor intrusion alarms and fire safety features.

A secure prisoner circulation system should be designed for secure prisoner movement within the building and including access to it; prisoners must have no contact with the public, jurors, or court staff. Special care should be taken that restrained prisoners are not exposed to potential jurors. This circulation system can require CCTV surveillance and a security intercom system.

A vehicular sallyport should be provided. Prisoner-handling vehicles (vans or, in large installations, buses) should enter through an electronically controlled overhead door. The sallyport must provide secure access to the keyed prisoner elevator(s), which should connect with the sallyport entrance in the central cell block and courtroom holding facilities. The vehicular sallyport requires an intercom, CCTV cameras, and remote electric door strikes where possible. A multi-compartment gunlock should be provided within the vehicular sallyport, so that transporting guards can secure their weapons prior to releasing any prisoners from the vehicle.

The prisoner elevators should be divided into a small front control area (at least 3 by 5 feet) with a telephone connected to the office supervisor or control/communications room and a larger rear section (at least 5 by 5 feet) for prisoners. The division between these two spaces should be security screen (2-inch diamond or square mesh of 4-ga. wire). The marshal's side of the door to the prisoners' section should be equipped with a non-keyed security latch. Elevators should be programmed to return to the marshal's security area when on call from the security area or if an alarm is activated inside the elevator.

Acoustics

The following acoustical criteria must be met:

Marshal's Private Office

- Acoustic Privacy Requirement: Inaudible.
- Background Noise: NC35.
- Wall Isolation: 50 dB NIC.

Chief Deputy Marshal's Office

- Acoustic Privacy Requirement: Inaudible.
- Background Noise: NC35.
- Wall Isolation: 50 dB NIC.

Executive Secretary's Work Area

- Acoustic Privacy Requirement: Confidential.
- Background Noise: NC35.
- Wall Isolation: 50 dB NIC.

General Office With Public Space

- Acoustic Privacy Requirement: Minimal.
- Background Noise: NC35.
- Wall Isolation: 45 dB NIC.
- Ceiling NRC: 0.8-1.0.
- Partition Transmission Loss: 25-27.

Administrative Officer/Supervisory Accountant Office

- Acoustic Privacy Requirement: Confidential.
- Background Noise: NC35.
- Wall Isolation: 45 dB NIC.

Fiscal Accounting Office

- Acoustic Privacy Requirement: Normal.
- Background Noise: NC35.
- Wall Isolation: 45 dB NIC.
- Ceiling NRC: 0.8-1.0.
- Partition Transmission Loss: 25-27.

Conference/Training Room

- Acoustic Privacy Requirement: Confidential.
- Background Noise: NC35.
- Reverberation Time: 0.4-0.6 seconds.
- Wall Isolation: 45 dB NIC.

Supervisory Deputy U.S. Marshal

- Acoustic Privacy Requirement: Confidential.
- Background Noise: NC35.
- Wall Isolation: 45 dB NIC.

Squad Room

- Acoustic Privacy Requirement: Normal.
- Background Noise: NC35.
- Wall Isolation: 45 dB NIC.

Enforcement Specialist Office

- Acoustic Privacy Requirement: Confidential.
- Background Noise: NC35.
- Wall Isolation: 45 dB NIC.

Detention Cells (Cell Block)

- Acoustic Privacy Requirement: Inaudible.
- Background Noise: NC40.
- Wall Isolation: 60 dB NIC.

Secure Interview Rooms

- Acoustic Privacy Requirement: Inaudible.

- Background Noise: NC35.
- Wall Isolation: 60 dB NIC.

Courtroom Holding Cells (Cell Block)

- Acoustic Privacy Requirement: Inaudible.
- Background Noise: NC40.
- Wall Isolation: 60 dB NIC.
- Acoustically absorptive materials on the walls and ceilings outside the cells.

Control/Communications Room

- Acoustic Privacy Requirement: Inaudible.
- Background Noise: NC30.
- Wall Isolation: 60 dB NIC.

Heating, Ventilating and Air Conditioning (HVAC)

Except as noted below and in Tables 10.1-10.4, all areas should be designed to meet the following criteria:

Temperature

Summer: the preferred range is 74-76°F with outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. Winter: the preferred range is 70-74°F with outdoor temperature equal to ASHRAE 99% design dry bulb.

Humidity Control

Summer: the preferred range is 45-55% relative humidity when outside air is at design temperature. Winter: the preferred range is 25-35% relative humidity when outside air is ASHRAE 97.5%.

Outside Air

The system must provide for a minimum of 20 CFM per person of outside air.

Air Changes

The system must provide for 8 ACH.

Detention cells and courtroom holding cells should be designed for 6 ACH.

The indoor pistol range should be designed to provide for 10 ACH, with no recirculated air. The design must comply with all EPA and OSHA requirements for acoustics, lead particle removal, etc.

Lighting

Except as noted below and in Tables 10.1-10.4, all areas should be designed to provide 60-75 FTC, using switch-controlled, direct fluorescent units.

Fiscal Accounting Office: 75-100 FTC.

File Room: 50-60 FTC.

Supplies Storage Room: 50-60 FTC.

Exercise Training Room: 50-60 FTC.

Detention Cells: 30-40 FTC, using dimmer-controlled, direct incandescent units.

General Prisoner Processing Area: dimmer-controlled, direct fluorescent units.

Courtroom Holding Cells: 30-40 FTC, using dimmer-controlled, direct incandescent units.

Evidence Storage Room and Weapons Storage Vault: 50-60 FTC.

Control/Communications Room: dimmer-controlled, direct fluorescent units.

Electrical, Audio, Video, Communications, and Data Transmission

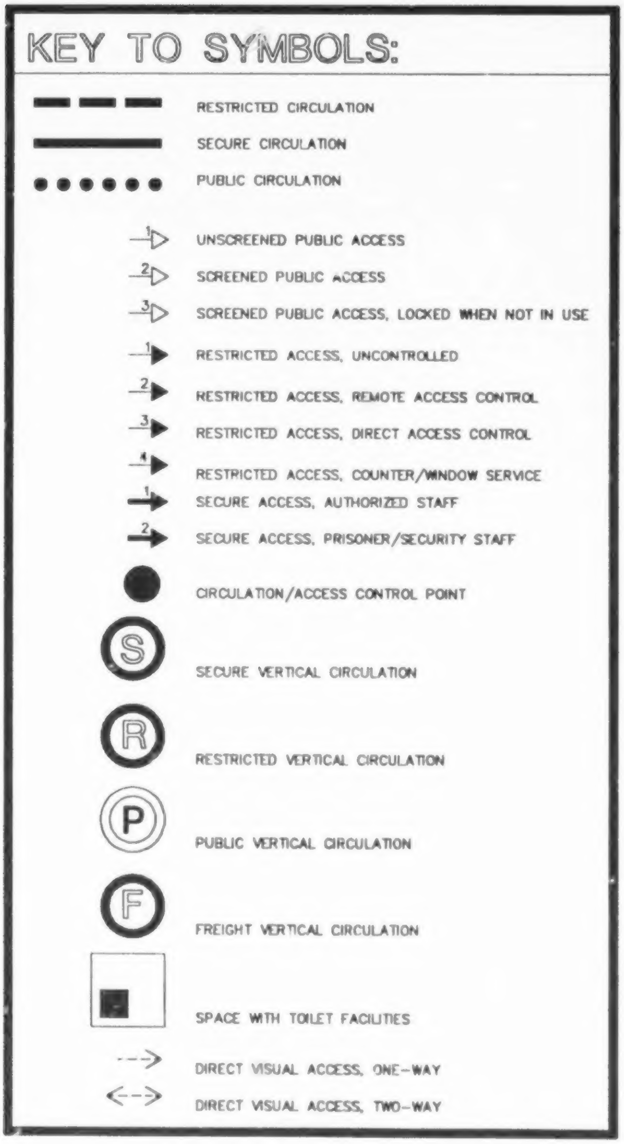
As is noted in Chapter 3: Courtrooms, audio/video links are required between each courtroom and the associated courtroom holding cells and at least one of the cells in the central cell block; this provision allows a disruptive defendant to be removed from a courtroom and placed in a cell from which she or he can observe the court proceedings. All other requirements for electrical, audio, video, communications, and data transmission systems and equipment are as noted in Tables 10.1-10.4.

CHAPTER 11: COURT-RELATED FACILITIES

CHAPTER 11: COURT-RELATED FACILITIES

The chapter contains spatial relationship, accessibility and circulation (SRAC) diagrams for the cafeteria and parking. A table and specific design guidelines are provided for shared staff facilities, including conference rooms, meeting rooms, staff lounges and toilets; the cafeteria; other support areas, including vending areas, an exercise room, and an audio visual control room; and parking.

Figure 11.1
Court-Related Facilities
Cafeteria
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
2
SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY

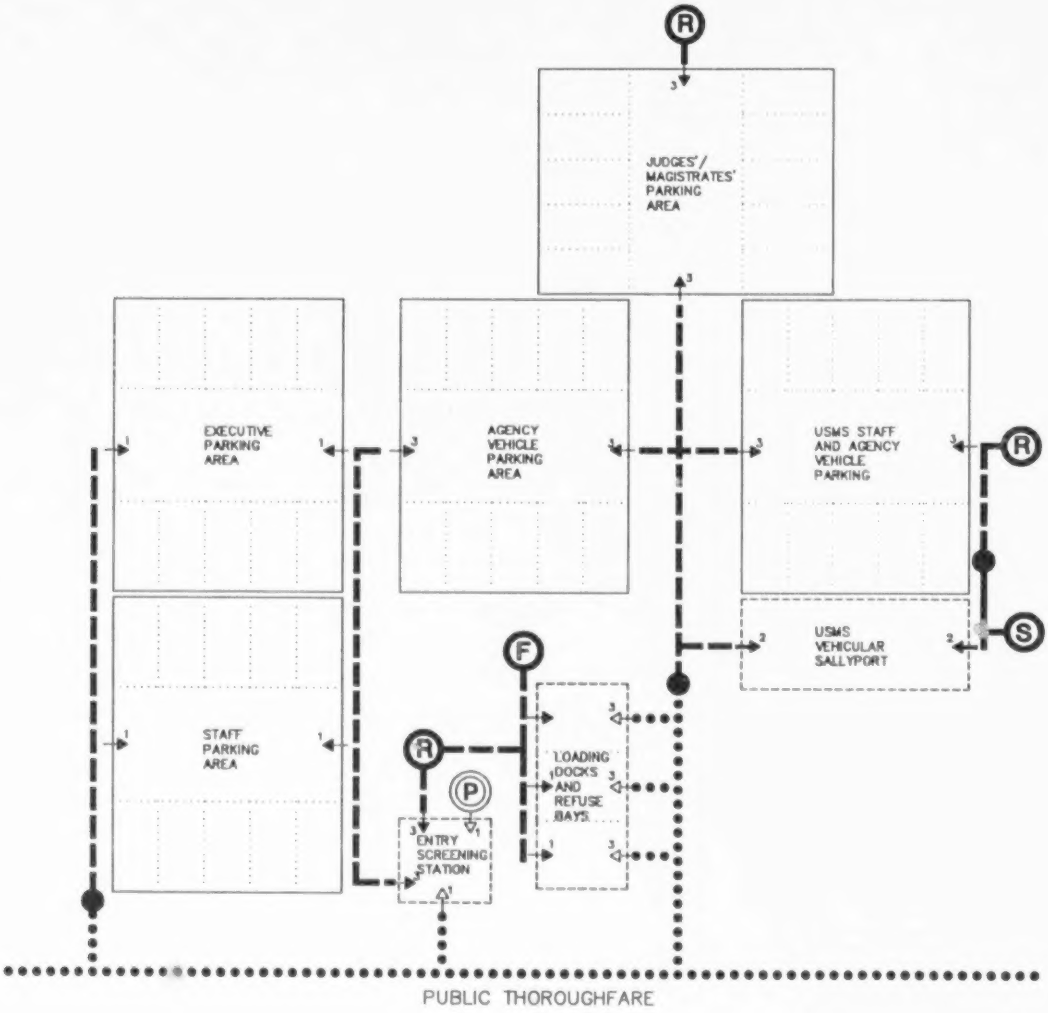

R
3
JUDGES'/ MAGISTRATES' PARKING AREA
3
EXECUTIVE PARKING AREA
AGENCY VEHICLE PARKING AREA
USMS STAFF AND AGENCY VEHICLE PARKING
R
USMS VEHICULAR SALLYPORT
S
F
STAFF PARKING AREA
R
P
LOADING DOCKS AND REFUSE BAYS
ENTRY SCREENING STATION
1
2
3
PUBLIC THOROUGHFARE

Table 11.1
Court-Related Facilities Space

SPACES	SIZE (NSF)
SHARED STAFF FACILITIES	
Conference Room	25/person, 120 min
Meeting/Training Room	25/person, 120 min
Staff Lounge [1]	15 /person + 40 galley
Staff Toilets [2]	As req'd., min. 2 @ 50
CAFETERIA	
Entry Lobby	100-200
Food Service Area	5/person
Cashier Station	45
Dining Area	15/person
Jurors' Dining Room	15/juror
Judges' Dining Room	25/judge, min 200
Kitchen	Varies w/number of meals to be served
Office	150
Bulk Dry Food Storage	Varies w/number of meals to be served
Refrigerated Storage	Varies w/number of meals to be served
Freezer Storage	Varies w/number of meals to be served
Supplies	Varies w/number of meals to be served
Cafeteria Staff Toilet	As req'd., min. 1 @ 50
OTHER SUPPORT AREAS	
Vending Area	15/vending machine
Exercise Room	400-500
Locker Room	10/locker
Shower	2 @ 35 min
Toilet	2 @ 50 min
Audio-Visual Control Room	200 min
Audio-Visual Equipment Storage Area	150-200
PARKING	
Judges	provided at ratio of 1:1
Executive	consult the rules of the appropriate authority
Staff	consult the rules of the appropriate authority
Marshal staff and agency vehicles	consult the rules of the appropriate authority
Other agency vehicles	consult the rules of the appropriate authority

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[1] Note: Provide staff lounge off restricted circulation on floors with judiciary-related offices.

[2] Note: Provide staff toilets off restricted circulation on floors with judges' chambers and judiciary-related offices.

Users

These spaces are used by court facility occupants, the general public, maintenance staff, and service company/agency personnel.

Functions/Activities

The spaces addressed in this section are used for such activities as meeting, dining and parking.

Accessibility

Common Spaces

Shared staff facilities should be conveniently accessible to the building's staff through restricted circulation. The conference and meeting/training rooms will be used for public functions during the day or evening; therefore, controlled public access also should be provided to these areas.

The cafeteria and vending area require convenient access for all building occupants and visitors throughout the day. Access to the vending area should be provided outside of the cafeteria's hours of normal operation.

The staff lounge should be located off restricted circulation on floors with Judiciary-related offices.

Staff toilets should be located off restricted circulation on floors with judges' chambers and Judiciary-related offices.

Service Areas

The audiovisual areas should be accessed through restricted circulation, but some public access should be provided for those persons with tape duplication requests. Convenient restricted circulation throughout the building, including service elevator access, should be provided for the movement of equipment.

Parking

A restricted, high-security parking area for judges and magistrate judges must be provided and should be accessed through an exclusive restricted circulation system connecting the parking area with the judges' restricted circulation. Executive staff, as designated by the chief judge, will share this secure parking area. Due to the nature of their use or the special equipment carried within them, agency vehicles also can require such parking. If space is available, parking might be provided for staff vehicles consistent with the security requirements in Chapter 2. The number of public parking spaces should meet GSA criteria. Design should consider convenience, weather protection, clearly marked entrances to parking areas and the building, short-term parking designated for visitors dropping off papers, paying fees, and so on, and long-term parking for court participants and jurors.

Space Size

The net areas specified in this *Guide* exclude the space required to accommodate internal circulation among the listed spaces. While the amount of internal circulation space required varies with each facility's specific design, an additional factor of not less than 20% can be applied during preliminary planning to determine the total usable area of the facility (i.e., the estimated total usable area of the facility is equal to the sum of all the net programmed spaces plus 20%. Also, the number of spaces shown on the SRAC diagrams is intended only as illustration; the actual number of spaces required for a specific facility is determined in the building program.

Design Requirements

Refer to documentPBS P 3430.1A:Chapter 3. Architectural Elements.

Security

The security and alarm systems for each of the functional spaces of the court-related facilities should function as an integral part of the security and alarm systems for the total facility. Refer to document PBS P 3430.1A:Chapter 14. Physical Security for criteria on architectural design considerations augmented by detection and access-control devices for court facilities.

Acoustics

Refer to document PBS P 3430.1A:Chapter 20, Part 5. Acoustics.

Heating, Ventilating, and Air Conditioning (HVAC)

Refer to document PBS P 3430.1A:Chapter 5. Mechanical Engineering, Part 3. Heating, Ventilation and Air Conditioning, and Part 4. Computer or Electronic Room's Air-Conditioning Systems.

Lighting

Refer to document PBS P 3430.1A:Chapter 6. Electrical Engineering, Part 12. Illumination.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering.

Video

Refer to document PBS P 3430.1A:Chapter 6. Electrical Engineering.

Audio

Refer to document PBS P 3430.1A:Chapter 6. Electrical Engineering.

Communications

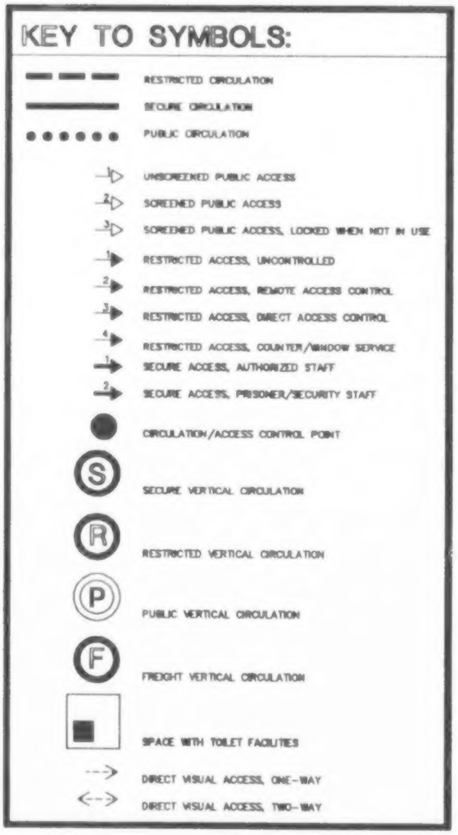
Refer to document PBS P 3430.1A:Chapter 6. Electrical Engineering, Part 14. Communication and Signaling Systems.

CHAPTER 12: BUILDING SUPPORT FACILITIES

CHAPTER 12: BUILDING SUPPORT FACILITIES

This chapter contains a spatial relationship, accessibility and circulation (SRAC) diagram for delivery, disposal, storage and maintenance staff areas. A Table and specific design guidelines are provided for: delivery, disposal and storage areas; maintenance staff areas; equipment rooms and risers; and public service areas.

Figure 12.1
Building Support Facilities
Delivery, Disposal, Storage and Maintenance Staff Areas
SRAC Diagram


KEY TO SYMBOLS:
RESTRICTED CIRCULATION
SECURE CIRCULATION
PUBLIC CIRCULATION
1
UNSCREENED PUBLIC ACCESS
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SCREENED PUBLIC ACCESS
3
SCREENED PUBLIC ACCESS, LOCKED WHEN NOT IN USE
1
RESTRICTED ACCESS, UNCONTROLLED
2
RESTRICTED ACCESS, REMOTE ACCESS CONTROL
3
RESTRICTED ACCESS, DIRECT ACCESS CONTROL
4
RESTRICTED ACCESS, COUNTER/WINDOW SERVICE
1
SECURE ACCESS, AUTHORIZED STAFF
2
SECURE ACCESS, PRISONER/SECURITY STAFF
CIRCULATION/ACCESS CONTROL POINT
S
SECURE VERTICAL CIRCULATION
R
RESTRICTED VERTICAL CIRCULATION
P
PUBLIC VERTICAL CIRCULATION
F
FREIGHT VERTICAL CIRCULATION
SPACE WITH TOILET FACILITIES
DIRECT VISUAL ACCESS, ONE-WAY
DIRECT VISUAL ACCESS, TWO-WAY

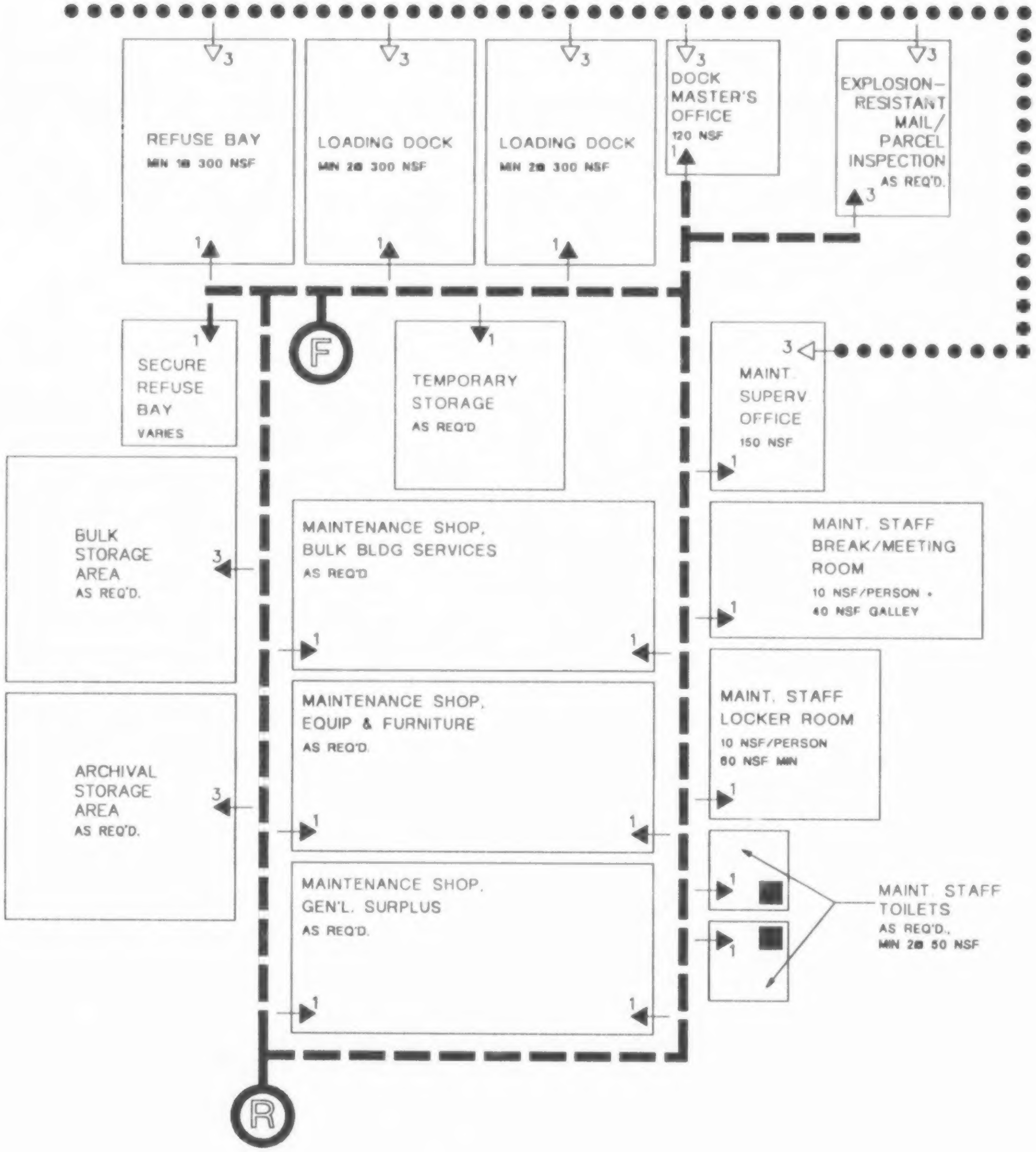
REFUSE BAY
MIN 1@ 300 NSF
LOADING DOCK
MIN 2@ 300 NSF
LOADING DOCK
MIN 2@ 300 NSF
DOCK MASTER'S OFFICE
120 NSF
EXPLOSION-RESISTANT MAIL/PARCEL INSPECTION
AS REQ'D.
SECURE REFUSE BAY
VARIES
F
TEMPORARY STORAGE
AS REQ'D
MAINT. SUPERV. OFFICE
150 NSF
BULK STORAGE AREA
AS REQ'D.
MAINTENANCE SHOP, BULK BLDG SERVICES
AS REQ'D
MAINT. STAFF BREAK/MEETING ROOM
10 NSF/PERSON + 40 NSF GALLEY
ARCHIVAL STORAGE AREA
AS REQ'D.
MAINTENANCE SHOP, EQUIP & FURNITURE
AS REQ'D
MAINT. STAFF LOCKER ROOM
10 NSF/PERSON
60 NSF MIN
MAINTENANCE SHOP, GEN'L. SURPLUS
AS REQ'D.
MAINT. STAFF TOILETS
AS REQ'D.,
MIN 2@ 50 NSF
R
1
3

Table 12.1
Building Support Facilities
Space

SPACES	SIZE (NSF)
DELIVERY, DISPOSAL AND STORAGE AREAS	
Loading Dock	min 2 @ 300 ea.
Temporary Storage	as req'd.
Dock Master's Office	120
Refuse Bay	min 1 @ 300 ea.
Secure Refuse Bay	Size varies with size of building
Bulk storage area	As req'd.
Archival storage area	As req'd.
Explosion-resistant mail/ parcel inspection	As req'd.
MAINTENANCE STAFF AREAS	
Supervisor Office	150
Locker Room	10/locker, 60 min
Break/Meeting Room	10/person + 40 galley
Staff Toilet	As req'd., min 2 @ 50
Maintenance Shop, Bulk Building Services	As req'd.
Maintenance Shop, Equipment & Furniture	As req'd.
Maintenance Shop, General Surplus Material	As req'd.
EQUIPMENT ROOMS AND RISERS	
Electric	As req'd.
Telephone	As req'd.
Data	As req'd.
H.V.A.C.	As req'd.
Elevator	As req'd.
Fire	As req'd.
Plumbing/Drainage	As req'd.
OTHER AREAS	
Public Toilets	Per code requirements
Janitorial Closets	30/closet, min 1/floor
Public Stairs	As req'd.
Public Circulation Corridor	As req'd.
Public Elevator Lobby	As req'd.
Main Public Lobby	Size dependent upon building design
Pay phones	15

Users

These spaces are used by the general public, maintenance staff, and service company/agency personnel.

Functions/Activities

The spaces addressed in this section are used for such activities as delivery, disposal, storage, maintenance, repair and public needs.

Accessibility

Maintenance/Building Service Spaces

Maintenance/building service spaces should be accessible by maintenance personnel through restricted circulation, preferably by restricted service corridors and elevators. Public access should be provided for vendors and other visitors. Delivery personnel should enter the building through the loading dock area, after first notifying the dock master or appropriate personnel and their deliveries have been screened.

Mechanical and Storage Areas

Equipment Rooms. Service personnel should enter these rooms through restricted access from either public or restricted circulation, depending on the type of equipment stored there. To prevent vandalism, access must be strictly controlled, especially when the rooms are located on public corridors.

Storage. Janitorial supplies, bulk, equipment, and furniture storage areas should be accessed from restricted circulation and conveniently located near the loading dock and a service elevator. In the general inactive materials area, each Judiciary-related office should have access to its assigned space only, as this area houses case records, administrative files, and other confidential materials. Convenient access through restricted circulation should be provided.

Janitorial closets with service sinks must be located throughout the building, with at least one such closet on each floor.

General Building Service Areas

The general service areas should be accessed directly from main public circulation pathways.

Space Size

The net areas specified in this *Guide* exclude the space required to accommodate internal circulation among the listed spaces. While the amount of internal circulation space required varies with each facility's specific design, an additional factor of not less than 20% can be applied during preliminary planning to determine the total usable area of the facility (i.e., the estimated total usable area of the facility is equal to the sum of all the net programmed spaces plus 20%). Also, the number of spaces shown on the SRAC diagrams is intended only as illustration; the actual number of spaces required for a specific facility is determined in the building program.

Design Requirements

Refer to document PBS P 3430.1A: Chapter 3. Architectural Elements.

Security

The security and alarm systems for each of the functional spaces of the building support facilities should function as an integral part of the security and alarm systems for the total facility. Refer to document PBS P 3430.1A: Chapter 14. Physical Security for criteria on architectural design considerations augmented by detection and access-control devices for court facilities.

Acoustics

Refer to document PBS P 3430.1A: Chapter 20, Part 5. Acoustics.

Heating, Ventilating, and Air Conditioning (HVAC)

Refer to document PBS P 3430.1A: Chapter 5. Mechanical Engineering, Part 3. Heating, Ventilation and Air Conditioning, and Part 4. Computer or Electronic Room's Air-Conditioning Systems.

Lighting

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering, Part 12. Illumination.

Electrical, Audio, Video, Communications, and Data Transmissions

Electrical Distribution

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering.

Audio

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering.

Video

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering.

Communications

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering, Part 14. Communication and Signaling Systems.

Data Transmission

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering, Part 14. Communication and Signaling Systems.

Designated Outlets

Refer to document PBS P 3430.1A: Chapter 6. Electrical Engineering.

CHAPTER 13: CONSIDERATIONS FOR SPECIAL FACILITIES

CHAPTER 13: CONSIDERATIONS FOR SPECIAL FACILITIES

The sections that follow discuss existing facilities and special conditions and recommend modifications of the standard criteria found in the general and specific guidelines of Chapters 2 through 12. Each of these types of facilities and conditions is a special case to be dealt with individually.

Any redesign of existing courts facilities, requires a detailed site condition survey be conducted by qualified professionals and a report, outlining problem areas and assessing the capability of the existing services to accommodate any upgrading of the facility. This *Guide* does not necessarily require an upgrading of existing court facilities.

Renovation of Existing Courthouses

Space Planning in Existing Courthouses

At the time older courthouses were built, courthouse design was still in its infancy and many mistakes were made in the organization of courthouse spaces. Consequently, while basic improvements in court facilities planning and design today make renovation possible and potentially cost-effective, success in improving operations of the courts in existing buildings is constrained by built-in organizational as well as structural restrictions.

For example, a structural column spacing of 20 to 24 feet on centers and regular office floor-to-floor heights provide inadequate space for the design of a suitable district court courtroom. Often, the main public entry floors have been allocated to non-court functions such as a post office; as a result, the Clerk's Office is located on an upper floor, and already inadequate public elevators are overloaded during peak traffic periods. In other cases, inadequate space has been provided for a previous renovation of a trial courtroom and ancillary facilities, and, as a result, the judges' chambers, trial jury suites, etc., have been located on different floors, a gross operational inefficiency and inconvenience to their occupants.

Due to structural and other constraints in existing buildings, "ideal" space standards and guidelines frequently cannot be fully applied. Compromises are necessary. The extent to which such compromises are acceptable must be evaluated against the resulting inefficiency and inconvenience to the courts and their personnel. For example, spaces that are less than 2,000 net square feet (NSF) and with a potential ceiling height of less than 14 feet are unsuitable for use as a regular district court courtroom. Locating a judge's private chambers some distance from the offices of the judge's secretary and law clerks is equally inappropriate. Similarly, forcing a judge to traverse public circulation space in order to reach the courtroom is a security risk too high for such renovation to be acceptable.

Consequently, in planning for the possible renovation of existing spaces for court use, qualified professionals and judicial staff should develop a priority list of acceptable and unacceptable compromises, and the existing building or facilities measured against it. In this way, a decision can be reached on whether such a renovation project is cost-effective and whether the effectiveness, convenience, security, and safety of the judges and support staff would be severely compromised.

Designers renovating an existing court building often find that the existing courtrooms, judges' chambers, and trial jury suites do not comply with the recommendations for size and layout found in this *Guide*. However, this does not mean that such spaces necessarily must be decreased or enlarged just to bring them into compliance; on the other hand, spaces too inadequate to be used efficiently definitely should be enlarged to comply when the building structure permits and when it is cost-effective to do so.

Furniture and Finishes in Existing Courthouses

Redesign of built-in furniture, fixtures, and finishes for spaces such as courtrooms, judges' chambers, grand jury rooms, court libraries, and public lobbies should reflect the architectural character of the existing courthouse.

Security in Existing Courthouses

Existing courthouses fall into two basic groups: pre-security and post-security courthouses. Pre-security, or older, courthouses typically have a single circulation system used by judges, staff, the public, attorneys, witnesses, jurors, and prisoners. Many such courthouses have courtrooms and ancillary facilities (including judges' chambers and trial jury suites) grouped in suites on either side of a double-loaded central corridor used by all trial participants and the public. Due to the much greater awareness of courthouse security in recent years — acceptance of the concept of separation of public, restricted, and secure circulation patterns in courthouses that handle criminal trials —older courthouses frequently present insurmountable obstacles to their being adapted to the needs of the modern court system. In many cases, even after a major expenditure of funds for previous renovation questions have to be asked: What is the cost-benefit of renovating an obsolete courthouse? Should the court system continue to operate in the unsuitable building? When it is determined that such a courthouse can no longer serve the court system efficiently and effectively, then a new court building is invariably justified.

Post-security, or newer, courthouses, usually post 1960s, were designed with varying degrees of courthouse security. Initially, more privacy was provided for judges and court staff with the introduction of restricted corridors and elevators separated from public circulation areas. In the 1960s, major felony trials involving disruptive defendants let to increased awareness of the need for even greater security. The result was the separation of the secure prisoner circulation system from public and restricted circulation patterns as an important courthouse design element, as well as secure parking for judges and prisoner vehicles. Thus, post-security courthouses are more amenable to renovation.

Assessment of an existing building is required to determine whether renovation can accommodate the level of security prescribed in the *Guide*. That study must consider not only the separation of public, restricted, and secure circulation, but also the elimination of remote exits. If a remote exit is unavoidable, it should be self-locking from the outside, provided on the inside with alarmed panic hardware monitored at the Court Security Officer (CSO) station, and be provided with a closed circuit television (CCTV) camera again monitored at the CSO station. Where permissible and as per code, remote exits can be equipped with magnetic locks or electric strikes connected to an alarm/time-delay mechanism or to the fire alarm/sprinkler system.

Acoustics in Existing Courthouses

The age of court facilities has an impact on the quality of acoustics in courtrooms, for example:

- Courtrooms located on the periphery of the building, often have inadequate exterior noise isolation through the facade or through existing windows.
- Existing or retrofit heating, ventilating, and air-conditioning (HVAC) systems frequently produce unacceptable noise, due to inadequate maintenance, inappropriate duct treatment, or inappropriate equipment sizing. HVAC systems sometimes incorporate high pressure/high velocity flow and untreated variable air volume boxes, which produce loud room noise and a concomitant decrease in speech intelligibility. Also, diffusers in such facilities haven't always been selected to ensure a quiet environment.
- Interior finishes might have been chosen for aesthetic rather than acoustic considerations, resulting in unacceptable reverberation times or inadequate sound absorption.
- Sound reinforcement systems can be inadequate and in some instances can increase the reverberant sound field in the courtroom. Using a sound system to overcome poor acoustics only exacerbates the problem.

For these conditions, redesigning the space and replacing the mechanical equipment can be the best solution for a poorly performing space.

Office areas, like courtrooms, sometimes have to be redesigned to overcome existing acoustically deficient HVAC systems and room finishes. Judiciary-related offices can present the following additional situations:

- Higher caseloads in the courts and expanded hours of court operations, oftentimes have been accommodated by placing more administrative people and public in a given area. Even a small change in traffic diversity can result in greatly increased noise. Increased public traffic requires greater noise isolation between public spaces and offices and courtrooms.
- Increased numbers of people and their equipment in administrative offices result in a further increase in office noise. This must be controlled by appropriately placing noise-producing equipment in separate spaces acoustically isolated from office work stations and/or increasing isolation between work stations.
- The proliferation of office automation equipment can increase ambient noise levels where such equipment is used. Cooling fans and impact printers are a major source of noise in some offices. Any equipment that contains a cooling fan can generate sufficient noise to compromise speech intelligibility close to the user of the device.

Mechanical-Electrical Systems in Existing Courthouses

Shortcomings in mechanical-electrical systems in existing courthouses fall into the following areas:

- Heating, Ventilating, and Air Conditioning (HVAC).
- Electrical (Power).
- Lighting and Lighting Control.
- Audio, Video, Communication, and Data Transmission.
- Security and Alarm Systems.
- Acoustics.
- Control of Building Services.
- Provisions for Expansion and/or Modernization.

The mechanical-electrical systems of existing courthouses generally can be described as follows:

- They have their own heating and refrigeration plant.
- Little or no provision has been made for after-hours use of the facility.

- The older the building, the less likelihood there is that provisions for expansion and/or modernization have been included.
- The fan systems cover relatively large portions of the facility. Those systems designed relatively recently are served by variable air volume (VAV) systems that offer individual zone control and can modulate the fan system output according to the load.
- The outside air intake has been sized for 5 cubic feet per minute per person (CFM/person). The current design criterion is now 20 CFM/person.
- These buildings as a group can control their own systems. The newer buildings, with VAV systems, do so relatively economically compared with the older, constant-volume systems.
- Control systems are generally pneumatic, with improved direct digital control (DDC) systems installed only in the newer facilities.
- Acoustical performance of their mechanical systems varies with the size and type of the building and the configuration and interior finishes of its spaces.
- The lighting system is generally inadequate and inflexible.
- The quality and reliability of the electrical service depend on the location of the courthouse, the type of service provided by the local utility company, and the condition of existing transformers and switch gear.
- Electrical services range from adequate to barely adequate.
- Electric branch circuit distribution capabilities are generally inadequate.
- It is unlikely that any provisions have been made for upgrading the quality of the electrical supply to critical systems or for establishing "quiet" grounding systems for the security and data transmission networks.
- Little or no provision has been made for the introduction of video recording of court sessions or the future automation of the courts.

The following is a list of recommendations for improving mechanical-electrical systems in existing courthouses:

- If possible, increase outside air intake to 20 CFM/person. For courthouses designed with provisions for 100% outside air (economizer cycle), it is relatively simple to increase outside air intake from 5 to 20 CFM/person to conform to ASHRAE guidelines. However, during peak cooling and heating periods, the extent to which outside air volume can be increased is governed by the capacity of the mechanical plant and its components.

- Courthouses experiencing a shortage of adequate electric power should be reviewed individually. Even if it is physically feasible to reinforce the electrical service and feeders, it may not be possible to do so while the facility is operating; retrofitting such a building a portion at a time only exacerbates any shortage of space and adds to its security problems.
- Avoid the use of surface-mounted wire.
- Individually evaluate the issues of future automation of the courts, and video recording of courts proceedings, upgrading the lighting systems, and increasing the electrical service to accommodate the added equipment and lighting load and concomitantly increasing air-conditioning capacity to handle the increased loads.
- Precede any program to upgrade existing facilities by an inspection to determine whether asbestos is present and to what extent. If asbestos is present, corrective measures will be costly, time-consuming, and have an impact on the extent to which the courts can continue to operate during renovation.

Conversion of Alternate-Use Buildings into Courthouses

Conversion of an existing building of another use to a courthouse is more akin to new construction, which is addressed in Chapters 2 through 12 of the *Guide*. Due to the special space, security, acoustical, mechanical, and electrical needs of court facilities, it is assumed that conversion of an alternate-use building requires removal of all existing interior partitions, mechanical and electrical equipment and, possibly, removal of most if not all existing service facilities such as elevators, stairs, toilets, and loading docks. Such conversions should proceed only in buildings that qualified professionals have determined to be structurally capable of meeting the requirements of the courts, and where adequate utilities are available.

Historic Buildings

Historic courthouses have special problems in addition to those found in existing courthouses. When renovating an historic building, it might be impossible to alter the building's exterior or any of its interior features and elements designated as historic without approval of the state historical preservation officer or other authorities.

Restoration and conversion to court use of an alternate-use historic building is possible if its historic spaces can be adapted to comply with recommended standards and guidelines. If not, the many constraints on the project can mean that successful restoration is neither possible nor cost-effective.

For those court buildings and alternate-use buildings designated as "landmark structures," authorities are highly unlikely to permit significant attempts to modernize the building systems. The mechanical and electrical systems in such older buildings are, in many cases, obsolete and not adaptable to comply with the heating, ventilating, and air-conditioning (HVAC); lighting; and acoustical requirements recommended for court facilities. Their replacement will not be cost-effective, and it might be desirable to consider a different use for such a building free of the stringent spatial and environmental requirements of a Federal court facility.

Courts in Multi-Tenant Buildings

Multi-tenant buildings generally have been built to house combinations of judicial operations and other Federal and private agencies, such as the U.S. Postal Service and the FBI. In certain locations, space has been leased to private commercial enterprises.

The General Services Administration (GSA) usually is responsible for the design, construction, and maintenance of such multi-tenant buildings. Allowance is made for separate metering of electricity, water, and other utilities, with the courts system paying for its portion of the annual operating and maintenance costs. As the courts expand the operating and maintenance costs increase proportionately, according to the area occupied. Courthouses oftentimes are located in multi-tenant facilities expressly designed for a court facility; in other situations the facilities are renovated for court space or converted from an alternate multi-tenant use.

Space Planning in Multi-Tenant Buildings

In a multi-tenant building, the Federal courts and related agencies invariably should occupy the upper floors, with the lower floors occupied by the post office and other Federal agencies. Since a post office requires large public queuing and mail processing areas, as well as support facilities such as loading docks and storage spaces, it should occupy most if not all of the main entry floor and even the floor(s) directly above and below it. Traffic volumes for the Federal courts usually are not as heavy or as continuous as the post office's, so the Clerk's Office and courtrooms should occupy contiguous floors in this upper portion of the building. Other Government agencies should be allocated space on floors between the post office and the court system.

As the court system increases in size, expansion should move downward to adjacent court-occupied floors designed for such expansion, or to floors occupied by non-court agencies that can be relocated to other floors or to other buildings. Such a relocation and expansion process may span several years due to factors such as the availability of relocation spaces, the budgeting cycle of the U.S. Congress, and the contracting and execution of work by GSA and design professionals. It is possible for judges to work in temporary quarters while waiting for their chambers and courtrooms to be renovated or constructed in accordance with GSA's programmatic, design, and lease requirements.

The structural system of a multi-tenant court building should be designed (or redesigned) specifically for the courtroom needs of the court system and provide for future expansion without major and costly changes.

Security in Multi-Tenant Buildings

Multi-tenant buildings can pose serious problems for court security. Some Federal offices with whom space is shared, such as the Internal Revenue Service, the Social Security Administration, and the U.S. Post Office attract large numbers of patrons, complicating the security screening process at building entrances. Additionally, these agencies frequently draw irate customers, which can increase the danger to the court staff and unnecessarily burden the U.S. Marshals Service (USMS) staff. Dedicated entrances or sets of elevators with security screening should be provided in multi-story buildings for the court public and judges. Where the courts occupy one or two floors in a multi-tenant building, security screening can be established on individual floors. Security controls (i.e., door alarms and video monitoring) must be placed on stairway doors that provide access to court floors.

Acoustics in Multi-Tenant Buildings

Increased caseloads in the courts have been accommodated by extending the hours of court operations and expanding the courts into facilities not designed for the judicial function. In these cases, it is important to assure that new and existing construction provide adequate privacy to protect the security of the judicial process.

Mechanical-Electrical Systems in Multi-Tenant Buildings

Mechanical-electrical systems planned for courts in a multi-tenant building should have adequate capacity and flexibility for adaption in the event that most if not the entire building must be devoted to court use. HVAC equipment and ducting and the electrical supply distribution system should be designed to accommodate the courts' overall, long-term needs for automation and technology and should not prohibit the expansion of courtrooms and ancillary facilities later.

The mechanical-electrical systems of new or existing multi-tenant buildings generally can be described as follows:

- They have a central cooling and heating (if required) plant sized to serve the entire building.
- The buildings might or might not have separate chilled water risers or condenser water risers to serve incremental loads.
- If the buildings have separate central interior fan systems and separate perimeter systems, then the court spaces are subject to the operational limitations of the buildings and after-hours operation will be costly.
- If the buildings have individual fan rooms per floor and all-air interior and perimeter systems, then the cost of after-hours operation will be reduced somewhat.
- The ability to expand operations is subject to the occupancy of the floors directly above and below.

- In general, the extent to which the courts are able to maintain comfort conditions depends primarily on the base building systems and the criteria to which they are designed.

Improvements to the mechanical-electrical system of an existing multi-tenant facility require the following considerations:

- For those multi-tenant buildings with central air-handling equipment, the system design probably includes an economizer cycle, which provides for 100% intake of outside air under certain weather conditions. Therefore, it is relatively simple to increase outside air intake from 5 to 20 CFM/person to conform to ASHRAE guidelines. However, during peak cooling and heating periods, the extent to which outside air can be increased is governed by the capacity of the mechanical plant and its components. The increase in the ventilation rate will result in increased operating costs.
- For those multi-tenant buildings with individual fan rooms per floor, where there are no provisions for the economizer cycle, and where only the minimum (5 CFM/person) amount of outside air is introduced, it might not be feasible to increase outside air intake without major system changes, which might or might not be possible.
- In those instances where air conditioning is inadequate, improvements to the environmental conditions can range from the addition of local air-conditioning units to the introduction of additional outside air.

Courts in new multi-tenant facilities (or, preferably, in renovated or converted facilities) must be provided with the following:

- Separate chiller and boiler facilities dedicated to serve the court facility only.
- Separate normal and emergency electrical switchboards to serve the court facility, including all its mechanical systems.
- A separate emergency generator sized to serve the designated loads of the court facility.
- Air-handling systems dedicated to serve the court facility and sized to permit flexibility of operation.
- A separate chilled water riser or condenser water riser to accommodate 24-hour areas or after-hour systems.

Court Facilities in Leased Space

Some courts have been expanded into leased space owned and operated privately or by the Government and not designed for the judicial function. Space should be leased only in facilities where qualified professionals have determined that the building's base amenities such as structure, mechanical systems, exits, etc. will meet the *Guide* requirements. Locating any court function in leased space should not compromise the requirements found in Chapters 2 through 12 of this *Guide*.

Courtrooms in Leased Space

Courtrooms should be designed in accordance with the provisions of the specific design guidelines in Chapter 3 and the following:

- Leased space should be assessed to determine whether appropriate courtroom heights can be achieved in the existing structure.
- Built-in furniture should be installed as knock-down furniture to be dismantled and reinstalled in permanent or other leased facilities.
- Public traffic created by court functions can require greater noise isolation between public space and offices and courtrooms. A small change in traffic diversity can result in greatly increased noise levels.

Judges' Chambers in Leased Space

In certain circumstances, judges' chambers might have to be located in leased space. If so, each judge's chambers should be designed in accordance with the provisions of the specific design guidelines in Chapter 4 and the following:

- Since secure parking and restricted elevator or other access might not be possible in leased space, parking and access to the chambers for both the judge and visitors must be assessed to determine whether the space allows for sufficient security. A court security officer must be present to protect any isolated judge.
- In leased space, toilet facilities for a judge's chambers must include an executive toilet within the chambers for the judge and private toilets with key access for the judge's staff.

- The structure of the leased space must be assessed to determine whether it can accommodate the loads associated with a judge's conference/library.
- Adequate acoustical privacy must be assured to protect the security of the judicial process.

Court Libraries in Leased Space

Library space should be designed in accordance with the provisions the specific design guidelines in Chapter 7 and the following:

- The structure of the leased space must be assessed to determine whether it can accommodate the loads associated with library book stacks.

Court Buildings Housing One to Three Courtrooms

Space Planning in Court Buildings Housing One to Three Courtrooms

The number of personnel required in support offices for a small court facility is normally less than for a medium facility and much lower than for a large facility. While a large Federal courthouse is more likely to have more space assigned to Judiciary-related offices such as the U.S. Probation Office, Pre-Trial Services Office, the Federal Public Defender, and so on, such spaces are smaller in a courthouse with just one to three courtrooms. A Federal courthouse with more than 10 regular trial courtrooms might have a special proceedings courtroom, whereas a small court facility might not; provision of a special proceedings courtroom depends on demonstrated need and requires approval of the appropriate authorizing body.

Security in Court Buildings Housing One to Three Courtrooms

Alternative security arrangements can be required due to the smaller number of marshals and security personnel available for a small court facility. For example, because each entrance requires a security officer, a separate employee entrance should not be provided; employees should enter through the public entrance instead. In small court buildings with one district or magistrate judge's courtroom, the USMS Office should be located adjacent to the rear of the courtrooms. The location should not compromise the separation of restricted and secure circulation patterns, and it should allow for public access to the USMS Office counter. Judicial and USMS parking areas can be combined. Judges' elevators can be controlled with key access.

Smaller Courtrooms

The standard size for district court courtrooms is 2,400 NSF and for bankruptcy court courtrooms, 1,800 NSF. To accommodate restrictive plan dimensions, small structural bays in existing buildings, or other design conditions; limited site areas; or optimum spacing of structural bays in new court buildings, this *Guide* provides ranges of 2,000-2,400 NSF for district court courtrooms and 1,500-1,800 NSF for bankruptcy court courtrooms. Permission to deviate from the allowed range depends on demonstrated need and approval of the appropriate authorizing body.

Smaller Open Work Stations

The standard size for a general staff open work station in Judiciary-related offices is 70 NSF. To accommodate design conditions such as restrictive plan dimensions in existing buildings or expansion of staff, a range of 45 to 70 NSF has been provided in this *Guide*. If open work stations cannot be accommodated within the minimum area of 45 NSF for each work station, consideration should be given to expansion or relocation of that particular Judiciary-related office.

Courtrooms with Windows

On compact or otherwise constrained building sites or in renovation of existing buildings for courthouses, it can be necessary to locate courtrooms on exterior walls rather than on the interior of the building. Should a courtroom be located along an exterior wall, windows may be incorporated into the design. However, any windows must be sealed and double- or triple-glazed (perhaps with integral blinds) to minimize heat gain/loss, excessive brightness, noise infiltration, and dust problems. A means of darkening the room should be provided. To prevent distraction, a view of the sky might be more desirable than other views. For security reasons, windows should not permit visual surveillance from exterior locations. Courtrooms located on the ground floor require bullet-resistant (for high-powered rifle) glazing.

Miscellaneous Facilities

In addition to the spaces described in Chapters 2 through 12 in the *U.S. Courts Design Guide*, the following spaces might also be included in the design of a court facility:

District and Bankruptcy Court Attorneys' Lounge

The Attorneys Lounge for attorneys waiting for hearings in the U.S. Court of Appeals might also be provided in district and bankruptcy courts. The size, configuration, and location of the Attorneys Lounge in these courts should follow the guidelines for the U.S.C.A. Attorneys Lounge in the specific design guidelines in Chapter 5.

Contract Court Reporters Office

In some courts, court reporting services are contracted out to private vendors. Where this practice occurs, office space(s) of 120 NSF should be provided for the transcribing of court records. The space should be located and configured similarly to the court reporter/recorders spaces in the specific design guidelines in Chapter 5.

Office of the Bankruptcy Administrator

Through a special program, the Bankruptcy Administrator assists the U.S. Bankruptcy Court by overseeing the administration of estates and supervising case trustees and other fiduciaries in bankruptcy cases. Such services are similar to those provided by the U.S. trustee (an employee of an executive branch agency) in other locations. Where this Office of the Bankruptcy Administrator is provided, it should be designed according to the criteria the specific design guidelines in Chapter 9 and contain the following spaces:

- Executive Office with Private Toilet.
- Senior Staff Offices.
- General Staff Offices.
- 341 Conference Room.
- Conference/Library.
- Reception/Waiting Room.
- Secured Record Storage.
- Supplies Storage.
- Staff Lounge.
- Staff Toilets.
- Copier Area.
- Fax Work Station.

The Office of the Bankruptcy Administrator requires public access, as staff frequently meet with outside attorneys and members of the public. Staff should also be provided with restricted access to the judges and clerks of the courts they serve. The executive office and conference rooms should be designed to provide acoustical confidentiality. A security alarm should be located in the reception/waiting room. HVAC provisions should be made to serve off-hour loads associated with late evening and weekend hours. Conference rooms should also be able to accommodate recording equipment.

If the Bankruptcy Administrator program is expanded, the following spaces might also be required:

- General Staff Open Work Station.
- Counter and Cashier Work Station.
- Work Room.
- Active Records Storage.
- Equipment Storage.
- Shredder Area.

Bankruptcy Administrator Suite

Due to site constraints or to accommodate expansion after a court facility is completed, the Office of the Bankruptcy Administrator might be located outside the courthouse. In these instances, a conference room(s) inside the courthouse should be provided and designed in accordance with the specific design guidelines in Chapter 9. The conference room should have public access, as staff meet with outside attorneys, trustees, debtors, and creditors; be designed to provide acoustical confidentiality; and be able to accommodate recording equipment.

Office of the Conference Attorney

In some circuits of the U.S. Court of Appeals, a conference attorney is provided under the Civil Appeals Mediation Program to assist the court by working to effect settlements in cases brought on appeal. This office should be designed according to the criteria in the specific design guidelines in Chapter 9 and contain the following spaces:

- Executive Office with Private Toilet.
- Conference Room.
- General Office Area.

- Reception/Waiting Room.
- File Room.
- Staff Lounge.
- Staff Toilets.
- Copier Area.

The Office of the Conference Attorney requires public access, as staff frequently meet with outside attorneys. Staff should also be provided with restricted access to the judges and clerks of the courts they serve. Each conference attorney requires a separate conference room for meetings adjacent to the executive office. A reception/waiting room should be designed to accommodate visitors attending separate meetings in conference rooms at the same time. Executive offices and conference rooms should be designed to provide acoustical confidentiality. A security alarm should be located in the reception/waiting area. Accommodation for tele/video conferencing should be provided in the executive offices.

Pre-Trial Services Office Suite

Due to site constraints or to accommodate expansion, the Pre-Trial Services Office might be located outside the courthouse. In these instances, an office suite inside the courthouse should be provided that includes an interview room of 150 NSF and a secretarial space of 70 NSF. These spaces should be designed in accordance with the specific design guidelines in Chapter 9. The interview room should be designed to provide acoustical confidentiality and be furnished with a telephone.

Office of the U.S. Attorney

The Office of the U.S. Attorney is best located outside the courthouse. Inside the courthouse, the Office of the U.S. Attorney requires public access but to a lesser degree than Judiciary-related offices with public counters; regardless of its location, it should be at a distance from the Federal Public Defender or Public Defender's Suite described below, due to their different roles in the legal process. Criteria for the Office of the U.S. Attorney can be found in the document Space Allocation Standard for U.S. Attorneys Offices, available from the Executive Office of the U.S. Attorney.

U.S. Attorney's Suite

If the Office of the U.S. Attorney is located outside the courthouse, a suite of offices for its use during lengthy trials might be provided inside the courthouse. The U.S. Attorney's Suite should be located off the public corridor near the courtrooms. It should not be near the Public Defenders Suite described below, or the Federal Public Defender if that office is located inside the courthouse. The suite should include an interview room(s) of 150 NSF and be designed according to the criteria in the document Space Allocation Standard for U.S. Attorneys Offices, available from the Executive Office of the U.S. Attorney. The suite should contain the following spaces:

- Attorney Offices.
- Interview Rooms.
- Conference Room.
- Reception/Waiting Room.
- Copier Area.
- Fax Work Station.
- Evidence Storage.

All office, interview, and conference spaces within the suite should be designed to provide acoustical confidentiality.

Federal Public Defender's Suite

In Chapter 2, the *Guide* states that the Federal Public Defender is normally located outside the courthouse. Where this occurs, a suite of offices for use by public defenders during trials might be provided in the district court courthouse. The Public Defenders Suite should be located off the public corridor near the courtrooms; regardless of its location, it should not be near the Office of the U.S. Attorney or the U.S. Attorney's Suite described above if either is located inside the courthouse. The suite should be designed according to the criteria in the specific design guidelines in Chapter 9 and contain the following spaces:

- Attorney Offices.
- Conference Room.
- Reception/Waiting Room.

- Copier Area.
- Fax Work Station.
- Evidence Storage.

All office and conference spaces within the suite should be designed to provide acoustical confidentiality.

Alternative Dispute Resolution (ADR) Suite

With the increase of court-annexed ADR programs, a suite of ADR conference rooms for use by resolution participants might be provided in both district court and bankruptcy court courthouses. The ADR Suite should be located off the public corridor near the courtrooms and be designed according to the criteria in the specific design guidelines in Chapter 9. The following spaces are contained in the suite:

- Conference Rooms.
- Caucusing Rooms.

All spaces within the suite should be designed to provide acoustical confidentiality.

Daycare Center

Where a daycare center is provided in a courthouse, it can be located on the first floor or the floor above or below the first floor, and should conform to the requirements described in the GSA publication Your Partner in Child Care: Guide for Establishing Child Care Centers in GSA Controlled Spaces. However, due to the threat of violence in court facilities, provision and location of daycare facilities should be considered in consultation with the USMS.

CHAPTER 14: SPECIAL SECURITY CONSIDERATIONS

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In the planning stage of any new construction, the U.S. Marshals Service (USMS), in conjunction with the General Services Administration (GSA), assesses the security needs of the building. When that assessment dictates security measures beyond the standard level outlined elsewhere in this document, the design team is advised.

Court Security in High Crime Areas

Courthouses in high crime areas require special security consideration during design. Persons working in or visiting such buildings are often subject to harassment or attacks by criminals who frequent the area. The following are some of the security measures that can be appropriate to such locations:

- Fully enclosed parking. Although secure parking should always be provided for judges and USMS prisoner vehicles, fully enclosed parking is especially critical for buildings located in high crime areas. Lack of a fully enclosed parking area can necessitate a security post in the parking area staffed full-time to prevent damage to vehicles or attacks on the Judiciary.
- Special consideration to ensure the safety of court employees as they enter and leave the court facility. Protected parking for employees, in addition to that for judges, might well be warranted.

- Secure parking for jurors.
- Closed circuit television (CCTV) systems installed to enable the U.S. Marshals Service (USMS) personnel view of judges, jurors, and court employees in the parking area. Such cameras usually are monitored by the court security officers (CSOs) at the entry screening post.
- Perimeter intrusion systems. Installation is critical in the design of a building in a high crime area. Ground floor windows should be protected with glass break detectors or other types of sensor technology. Such systems should be monitored on a 24-hour basis by GSA or by CSOs on-site or off-site.
- Break-resistant plastic film on windows to deter break-ins.
- Bullet-resistant counters and windows at the public counters for the Clerk's Office, Pre-Trial Services Office, U.S. Probation Office, and USMS Office where access to these areas does not require that visitors pass a weapons screening point.
- No direct public access to a court library.

Security for Leased Facilities in High Crime Areas

The following can be appropriate to leased facilities:

- Bullet-resistant counters and windows at the public counters for any Pre-Trial Services Office and U.S. Probation Office located outside the courthouse where access to these areas does not require that visitors pass a weapons screening point.
- Leased parking lots that are enclosed and monitored by a parking attendant for any Judiciary-related offices located outside the courthouse. (The distance of such parking lots from the courthouse makes surveillance by the USMS impracticable.)
- Duress alarm systems connected to the alarm panel in the USMS Office in the court building so officers can respond quickly to a security problem.

Court Security for High-Threat Trials

Certain courthouses, due to their size or location, are more likely than others to be the site for high-threat trials for crimes such as terrorism, drug dealing and other forms of organized criminal activity. Although a high-threat trial can occur anywhere, some courthouses are the location of frequent and repeated high-risk trials. The following are some of the security measures that can be appropriate to such locations:

- A comprehensive perimeter intrusion system monitored by an on-site, 24-hour security force.
- CCTV coverage of the exterior of the building monitored by CSOs at the entry screening post or the USMS communications center. Special spot lighting can be required to improve CCTV coverage of vulnerable areas.
- Vehicle barriers, both fixed and movable, to prevent explosives-laden vehicles from getting next to or under the courthouse.
- Break-resistant plastic film on windows to deter break-ins and minimize damage in a bombing.
- Card reader systems. Due to the tighter level of security control required in such courthouses, it can be necessary to install card reader systems to improve control and accountability at the employee entrance, access points to restricted and secure corridors, and restricted and secure elevators.
- A specially designed courtroom incorporating additional security measures for a multi-defendant trial or a trial with a single highly visible defendant. Security measures for such a courtroom can include some or all of the following: walk-through metal detectors at the public entrances to the courtroom, door contacts connected to the USMS communications office, a bullet-resistant shield between the public area and the well, video cameras tied to the duress alarm system to provide immediate visual assessment of a courtroom problem, and security key-locking systems on courtroom doors.

CHAPTER 15: BUDGETARY CONSIDERATIONS

CHAPTER 15: BUDGETARY CONSIDERATIONS

Construction Costs of Judicial Facilities

As the criteria in this *Guide* make obvious, judicial facilities are complex buildings with many special space and functional requirements. Due to these requirements, the cost of constructing judicial facilities is typically much higher than the cost of constructing standard Federal office buildings. Examples of these special requirements are the following:

- Increased structural spans.
- Higher structural live loads for libraries, public areas, and other spaces.
- Increased floor-to-floor heights for courtrooms.
- Multiple horizontal and vertical circulation systems.
- Special glazing.
- Special finish requirements for courtrooms and judges' chambers.
- Special acoustical considerations for courtrooms and grand jury rooms and for spaces requiring speech privacy.
- Heating, ventilating, and air conditioning (HVAC) zoning.

- After-hours operating requirements for judges' chambers, Clerk's Offices, the U.S. Probation Office, and other spaces.
- Smoke purge systems in the courtrooms.
- Security systems.
- Special electrical grounding for security and computer systems.
- Uninterrupted power supply (UPS) systems.

Tables 15.1 and 15.2 provide general guidelines on the anticipated costs of judicial facilities designed according to the criteria in this *Guide*. Costs are based on 1990 data factored to a Washington, D.C., location as a baseline for a five-story building of 300,000 gross square feet (GSF). Only construction costs are included and excluded are professional fees, land acquisition costs, legal fees, other soft costs, and project contingencies.

Table 15.1 provides anticipated costs broken down by building element, with "element" defined as those major functional components of the building. For each element the following are defined: possible range of cost, percentage of total building cost, and some of the major variables affecting those costs. As Table 15.1 indicates, the total building cost ranges between $125 and $170 per GSF. This range is based on a typical proportion of space types, defined by this *Guide*. By comparison, a typical Federal office building costs between $85 and $110 per GSF, a difference of $40 to $60 per GSF.

Some of the difference between office building and judicial costs is spread amongst the facility systems, which are typically 15% to 25% more costly than those of a typical Federal office building due to more stringent requirements for structural, mechanical, and electrical systems. However, the majority of the difference is in the interior finishes required by the court functions and court security.

Table 15.2 provides a cost summary by major space type. Costs for basic building core, shell, and central services range from $80 to $110 per GSF, compared with $65 to $80 GSF for a typical Federal office building. The remainder of the space type costs represents the additional cost to provide fully functional space above and beyond the basic core and shell.

Tables 15.1 and 15.2 are provided to acquaint users of this *Guide* with overall cost considerations as well as some of the more specific relationships between major components of the facility in the preliminary design phase. It is intended that this information will assist users in evaluating a court facility design, in understanding critical cost implications of design decisions and, if trade-offs are necessary, in making them effectively. It is recommended that similar tables be developed for an individual project. Such costs can be compared with the construction cost indices in General Construction Cost Review Guide for Federal Office Buildings, published by the General Services Administration/Public Buildings Service.

To update figures according to year, and adjust figures according to location, users should consult the publication Building Construction Cost Data, available from R. S. Means Company, Inc., 100 Construction Plaza, P.O. Box 800, Kingston, MA 02364.

Table 15.1
Construction Costs of Judicial Facilities by Building Element

Element	**Cost Range (\$/GSF)**	**Percentage Range of Total Costs**	**Major Variables**
Foundations	1.50 - 7.50	1% - 5%	– Local Soil Conditions – Water Table – Number of Floors
Substructure	1.00 - 5.00	0.5% - 3.5%	– Basement Requirements – Soil Capacity – Water Table
Superstructure	15.00 - 20.00	10% - 15%	– Spans – Live Loads – Seismic Conditions
Exterior Closure	5.00 - 15.00	3% - 10%	– Wall Area Ratio – Floor to Floor Height – Material Selections – Amount and Choice of Glazing – Wall Detailing
Roofing	1.00 - 2.00	0.5% - 1.0%	– Skylights – Traffic Requirements
Interior Construction (including fixed furniture)	25.00 - 40.00	15% -25%	– Material Selection – Acoustics/Floor to Slab Partitions – Finish Detailing – Security Requirements – Degree of Courts/ Specialized Spaces
Conveying Systems	5.00 - 7.00	3% - 5%	– Traffic Requirements – Number of Core Areas – Cab Detailing
Mechanical	22.00 - 30.00	15% - 20%	– Load Requirements – Security and Acoustics – Operating Flexibility – System Selections

Table 15.1
Construction Costs of Judicial Facilities by Building Element
(Continued)

Element	**Cost Range ($/GSF)**	**Percentage Range of Total Costs**	**Major Variables**
Electrical	15.00 - 20.00	10% - 15%	– Load Requirements – Lighting Levels and Quality – Security – Operating Flexibility
Equipment	0.50 - 2.00	0.3% - 1.5%	– Scope
Site Work	3.00 - 10.00	2% - 7%	– Local Conditions – Access/Egress – Security – Parking (see notes)
General Conditions Overhead and Profit	9.00 - 20.00	7% - 13%	– Project Magnitude – Project Complexity – Market Conditions – Other Risks
Total	**$125.00 - $170.00**		

Notes:

- Costs are based on 1990 data factored to a Washington, D.C., location as a baseline for a building of 300,000 GSF.
- Foundations, substructure and roofing costs/GSF will vary by the number of floors. Costs are based on five floors.
- If the building includes parking, costs are as follows: Structured parking below grade: $40 to $50/GSF ; Structured parking above grade: $25 to $35/GSF; and Parking on grade: $2 to $5/GSF
- The total cost range in this table does not necessarily reflect the aggregate total of each element.

Table 15.2
Construction Costs of Judicial Facilities by Space Type

Space Type	Cost Range ($/GSF)
Building Core, Shell, and Central Services	80 - 110
Courtrooms	95 - 150
Chambers	65 - 90
Jury Suites	45 - 75
Library	40 - 55
Offices	25 - 35
Holding Cells	65 - 80
Public Lobby	60 - 150
Cafeteria (excluding kitchen equipment)	40 - 50
Storage	5 - 10

Notes:

- Costs are based on 1990 data factored to a Washington, D.C. location as a baseline for a five-story building of 300,000 GSF.
- Costs are based on typical factors converting net square feet to gross square feet.
- Spaces listed above reflect the cost to provide finished functional space above and beyond basic core, shell and central services.
- This table excludes structured parking.
- Total building cost can be calculated by adding the cost of the building core ($/GSF x GSF) to the subtotal of the finishing costs ($/GSF x GSF) of each type of space in the building.

Cost-Effective Design Strategies

Value engineering strategies, which reduce the cost of construction without affecting the performance of the building as required by program criteria, ought to be considered along with good design.

Architectural Considerations

The critical factors driving the cost of the basic core and shell of a facility are the efficiency of space utilization and the ratio of exterior wall to contained space. Building volume is directly affected by the floor-to-floor height. Overall economies can be obtained if designers follow certain basic approaches:

- Within the constraints of the site, aim to achieve a building footprint that is rectilinear to square. An optimum ratio of exterior wall area to contained space for a five-story building is between 0.3 and 0.6, depending on building area. Many of the court and court-related functions do not require exterior exposure and, therefore, economy of wall area is feasible. Each square foot of exterior wall saved is worth between $30 and $60. Facilities with high wall/area ratios also tend to be less space efficient due to circulation requirements. Furthermore, high horizonal travel distances can also increase vertical circulation requirements. HVAC costs are also likely to be higher.
- Minimize floor-to-floor heights. This is especially important due to the high percentage of slab-to-slab partitions required in judicial facilities. Take additional care in establishing ceiling plenum depths, in terms of both mechanical and structural requirements. For a 300,000 GSF judicial facility, each foot of building height saved is worth $70,000 to $120,000 for plenum height reductions above the ceiling, and as much as three times more for occupiable area height reductions below the ceiling.
- Conform to design minimums for ceiling heights as much as possible. Where possible, consider providing the image of spaciousness with finishes and lighting.
- Size spaces so that economical structural spans can be utilized.
- Group heavy live load areas, around core areas where structural strengthening can be provided economically.
- Avoid non-square angles and rounded areas as much as possible. These features are expensive in both steel and concrete structures.

- Simplify exterior wall detailing, especially on upper floors. Simplified detailing can provide sufficient savings to allow the use of better materials on lower floors, where they can be appreciated.
- Minimize windows and glazed areas. Glazing costs are especially high in judicial facilities due to security requirements, particularly on the ground floor.
- Use skylights sparingly. Skylights are expensive to install, increase HVAC costs, and can be maintenance problems. Windows and clerestories can provide natural light at reduced cost.

Space and Adjacency Considerations

When defining spatial arrangements, designers should:

- Locate courtrooms requiring greater floor-to-floor heights on as few floors as possible; in one-story courthouses, cluster such courtrooms as much as possible to reduce the number of high structural bays.
- When it is necessary to group low bay spaces around high bay courts, consider stacking the low bay spaces.
- Consider using extra building volume around high bay areas for mechanical space. In such cases, make allowances for maintenance of these areas and for acoustical isolation from adjoining spaces.
- Provide a Clerk's Office with contiguous office space on a single floor, so both capital costs and operating and maintenance costs are minimized. The only clerical functions that can be located away from a Clerk's Office are storage for bulk supplies, furniture, equipment, and archival records. Locate these areas on the vehicular loading floor, usually on the ground floor or basement level, where considerable space can be provided for long-term expansion.
- Limit inside, below-grade parking spaces to critical functions. Use other structured or at-grade parking where possible.
- Where possible, provide structured parking in a separate facility. Generally, parking spaces within a building footprint below-grade cost $15,000 to $20,000 per space, whereas separate above-grade parking costs $9,000 to $12,000 per space and on-grade parking as little as $1,000 per space. This is

because structural spans in buildings, especially in courthouses, do not work out efficiently with parking grids and access. Underground parking can require 400 square feet (SF) to 450 SF per space, as compared with 300 to 350 SF for above-grade stand-alone facilities.

- Design toilet facilities back-to-back and stack them vertically from floor to floor. Private toilet facilities likewise should be back-to-back and stacked if possible.
- Organize mechanical and electrical shafts, public elevators, exit stairs, and public toilets into a central core.
- Combine elevators into common shafts where possible.
- Reduce corridor lengths where possible.
- Utilize double-loaded corridors where practicable.

Furniture and Finishes

Costs in this area are potentially high for judicial spaces, so designers should:

- Coordinate space design with anticipated furniture and furnishings for a more efficient use of space and thus lower space requirements.
- In Judiciary-related offices that do not require secure communication, consider using mostly modular furniture and equipment in a predominately open office landscape. This maximizes use of available space for clerical personnel.
- For closed office areas, consider using modular or built-in furnishings to reduce the average space requirements.
- Use catalogue products when selecting finishes. Avoid custom and special-order materials.
- Choose appropriate materials for relative economy. For example, good-quality pre-cast trim can replace stone trim without severe impact.
- Carefully select wall, ceiling, and floor finishes to provide function with economy and balance on selections.
- Enhance more-economical finishes with specialized lighting to provide the desired effects.
- Provide uniformity of special finishes where possible.

- Reduce elevator cab finishes where possible. Special cab finishes are expensive and can be maintenance problems.

Acoustics

In achieving appropriate acoustical performance, designers should consider the following:

- Use full-height interior partitions only where necessary. Consider isolating areas for sound in lieu of isolating individual spaces. Full height slab-to-slab sound-insulated interior walls cost $4 to $6 per square foot more than floor-to-ceiling walls. Full-height acoustic walls require sleeves for mechanical-electrical penetrations and discourage the use of plenums for return air; ceilings and to some degree floor finishes cannot be continuous; and duct work must be sound insulated. This all adds cost and affects future flexibility.
- Consider using sound-masking systems in lieu of acoustical barriers anywhere there is no need for secure communication.
- Locate heating, ventilating, and air-conditioning (HVAC) equipment remotely, if possible, to reduce noise levels.
- Carefully consider the need for acoustic liners in duct work.

Mechanical Systems

- Be aware that providing comfort conditioning to specific locations in the court facility after hours has a major impact on the operational cost of a facility. When selecting equipment, consider three factors: initial cost, operating cost, and flexibility of control. Any one of these as a priority affects the other two in some form. The selection of central plant equipment has a major impact on all three, particularly initial cost and operating cost, predominantly in the cooling cycle. The selection of space-conditioning equipment has the greatest impact on flexibility of control. Building areas that have regimented operating schedules, with known and consistent hours, require less major air-handling equipment than does an area in inconsistent, off-hours use that demands versatility and more individual space control.
- Be aware that after temperature, the humidity level of a space also has a major impact on its occupants' personal comfort. Humidity control is also critical in the care and preservation of furnishings, books, and other items found in the courts. Take additional care in those instances where large

groups of people will assemble or in climates of extreme natural humidity. Use reheat systems only if absolutely necessary. Humidity, when and where required, can easily be added through properly sized and placed humidification equipment.

- Also be aware that the number of air-handling units directly influences the flexibility of the HVAC system; it also is the greatest cost consideration. The more units; the more flexibility; the more piping, duct work, and air-distribution requirements; and thus the greater the cost, but the less noise. Zoning of air-handling systems should be in direct proportion to the occupancy of the spaces and the schedule of occupancy. No economy in gained in having a system pushing 20,000 cubic feet per minute (CFM) into a partially occupied space that requires only a small percentage of that. The variable air volume (VAV) system adds flexibility to any system greater than a few thousand CFM.
- Consider the use of VAV terminals, which offer off-hours flexibility as well as acoustical advantages through location and quantity. Additional humidity control can be obtained through a VAV terminal equipped with reheat. In some cases it will be advantageous to incorporate four-pipe VAV terminals, with each unit capable of individual heating and cooling. This consideration is not inexpensive, but it offers optimal flexibility and control.
- Where a considerable change in occupancy occurs at times, consider providing "normal" HVAC system design capable of responding to average expected use. Provide a supplementary booster air-handling unit with 100% air circulation and cooling to respond to higher occupancy loads only when necessary. Simplified control and energy savings can be expected.
- In a system that requires flexibility and acoustics to be considered first, make sure the system is properly tested and balanced to ensure its performance as designed. During balancing, conditions often are uncovered that can have a significant impact on overall performance, the quality of installation, and the accuracy of design limits. It can be advantageous to employ an agency, independent of the construction and design team, to thoroughly test and balance all mechanical systems in accordance with the standards of one of the national test and balance organizations.
- Use local hot water boosters in galley kitchen and toilet facilities.

Electrical Systems

- Provide task lighting in general office areas, which can reduce general lighting levels.

- Minimize as far as possible the capacity of the proposed "special distribution system," to reduce the cost of the battery/invertor system. If only "clean" power is desired, power conditioners or voltage regulators can be installed locally within the normal power or emergency power risers. If only "uninterruptable" power is required, smaller battery/invertor systems can be installed locally within the emergency power system. If all equipment requires both clean and uninterruptable power, consider a special distribution riser apart from the emergency and normal power risers.

- Be aware that the lighting levels required for security video cameras are dependent on the low-light sensitivity of the cameras specified. As low-lux cameras become less expensive and provide a higher-quality image, supplemental lighting requirements will drop as well. However, inadequately distributed luminaries can create shadows that low-light cameras cannot overcome.

- Where possible, use good-quality catalog light fixtures instead of special-order or custom fixtures.

- Consider that emerging technology of highly efficient, compact fluorescent lamps can offer more-flexible solutions to the problem of providing multiple light level control while maintaining energy efficiency.

- Consider spaces with exterior windows for multiple switching to conserve energy.

- Note that where dimming is designated spaces lit by fluorescent fixtures require non-standard, dimmable ballasts and more-expensive dimmer controllers. This arrangement costs more than multiple switching or incandescent fixtures on dimmable circuits. Instead, consider banks of fixtures with multiple switching, individual lamps, or separate circuits of incandescent fixtures.

- Use indirect fluorescent fixtures or wall washer downlights to highlight or emphasize monumental architectural features in lobbies and atria in lieu of large, expensive fixtures as focal points.

- Examine the need for extending the lighting quality level of the atrium into secondary corridors or less-populated building spaces. At least, consider reducing the quantity of fixtures for these areas.

- Use low-pressure sodium fixtures in parking and building perimeter areas instead of other types of fixtures, especially fluorescent and incandescent to reduce energy costs. Low-pressure sodium fixtures are also effective in reducing glare and shadows, thereby helping to prevent crime.

Life Cycle Cost Considerations

The design of a judicial facility involves, in many cases, a trade-off between initial and long-term cost economies. A good, general approach is to first design a strictly architectural solution to a building problem; then conservatively supplement the solution with equipment. Last, consider the use of personnel if architectural and equipment solutions do not suffice. Using life cycle cost analysis can assist designers in making these selections. In general:

- Among options of equivalent initial costs, select the option with the better long-term cost.
- Use this rule of thumb: Approximately 10 future dollars must be saved to justify the extra expenditure of 1 dollar today.
- Give particular care to finishes in heavy-traffic public areas. Materials with better long-term performance generally prove more effective than either high-maintenance, low-initial-cost finishes or finishes requiring frequent replacement.
- Conversely, consider finishes in areas likely to undergo progressive alteration against the cycle of probable change. For example, providing a six-year wall finish in a space likely to undergo change every three years, is of questionable value.
- Take care when considering the maintainability of materials in areas with high ceilings. Necessary maintenance can be expensive and disruptive.
- Note that mechanical and energy considerations are heavily dependent on life cycle cost. Take care to balance initial cost, operating cost, flexibility, and comfort.
- Be aware that the long-term cost of security can best be mitigated with appropriate architectural design. The better the design, the less security equipment required to supplement the design. The ongoing cost of security staffing is directly related to the effectiveness of the building design.

APPENDIX: GLOSSARY OF ABBREVIATIONS

APPENDIX: GLOSSARY OF ABBREVIATIONS

AC:	alternating current
ACH:	air changes per hour
ADR:	alternative dispute resolution
A/E:	architecture/engineering; architect/engineer
AI:	articulation index
amp:	ampere
AOUSC:	Administrative Office of the U.S. Courts
ASHRAE:	American Society of Heating, Refrigerating, and Air Conditioning Engineers
AV:	audiovisual (equipment)
CAB:	cabinet
CALR:	computer-assisted legal research
CAT:	computer-aided transcription
CD-ROM:	compact disk - read only memory
CIRC:	circulation
CL:	closet
CCTV:	closed circuit television
CFM:	cubic feet (of air) per minute
CONF:	conference
CONT. CIR.:	controlled circulation
CRT:	computer terminal
CSO:	court security officer
CTRM:	courtroom
CUSTOD:	custodian
D:	deep; direct (lighting)
dB:	decibel
DDC:	direct digital control
DUSM:	deputy U.S. marshal
EPA:	Environmental Protection Agency
EQUIP:	equipment
ERS:	electronic recording system
EMIT:	enzyme multiplied immunoassay

	technique (machine)
EXEC:	executive
EXHIB:	exhibit
F:	Fahrenheit
FINANC.:	financial
FIT:	Fitness In Total (program)
FLUOR:	fluorescent (lighting)
FTC:	footcandle(s)
GA:	gauge
GSA:	General Services Administration
GSF:	gross square feet
H:	high; high ceiling height of 10 feet and up
HC:	handicapped
HI:	high
HVAC:	heating, ventilating, and air conditioning
I:	indirect (lighting)
ID:	identification
INCAN:	incandescent (lighting)
incl.:	including
LAN:	local area network
LF:	linear foot or feet
LG:	large
LIN.FT.:	linear foot (feet)
LIN.IN.:	linear inch
lx:	lux
MAG:	magistrate judge
MATV:	master antenna television (system)
max.:	maximum
MED:	medium
min.:	minimum
NC:	noise criteria
NEC:	National Electrical Code
NFPA:	National Fire Protection Association
NIC:	noise isolation class
NRC:	noise reduction coefficient
NSF:	net square feet
OCLC:	on-line computerized library catalogue
OFC:	office
OP:	operated
OSHA:	Occupational Safety and Health Administration
PA:	public address (system)
PBS:	Public Buildings Service
PC:	personal computer
PRIV:	private
PROF:	professional
PSF:	pounds per square foot
PTR:	printer
RASTI:	Rapid Speech Transmission Index
RDR:	reader
RECEPT:	reception
REP/REC:	reporter/recorder
REQ:	requirement
REQ'D:	required
REVERB:	reverberation

RM:	room
S:	standard ceiling height of 8-10 feet; summer
SCR:	silicone-controlled rectifier
SEC:	security
SECR:	secretary
SF:	square feet
SHRED:	shredder
SL:	soundlock
SRAC:	spatial relationship, accessibility, and circulation (diagram)
STOR:	storage
SUP:	supply
TDD:	telecommunication devices for the deaf
TEMP:	temperature
TERM:	terminal
TL:	transmission loss
TLT:	toilet
UA:	urinalysis
UPS:	uninterrupted power supply
USBC:	United States Bankruptcy Court
USCA:	United States Court of Appeals
USDC:	United States District Court
USMS:	United States Marshals Service
V:	volt
VAV:	variable air volume
VCR:	video cassette recorder
VDT:	video display terminal
VEST:	vestibule
VOL:	volume
W:	wide; winter
WC:	water closet
WK:	work
WKRM:	work room
WKSTA:	work station
x:	time(s) or by

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